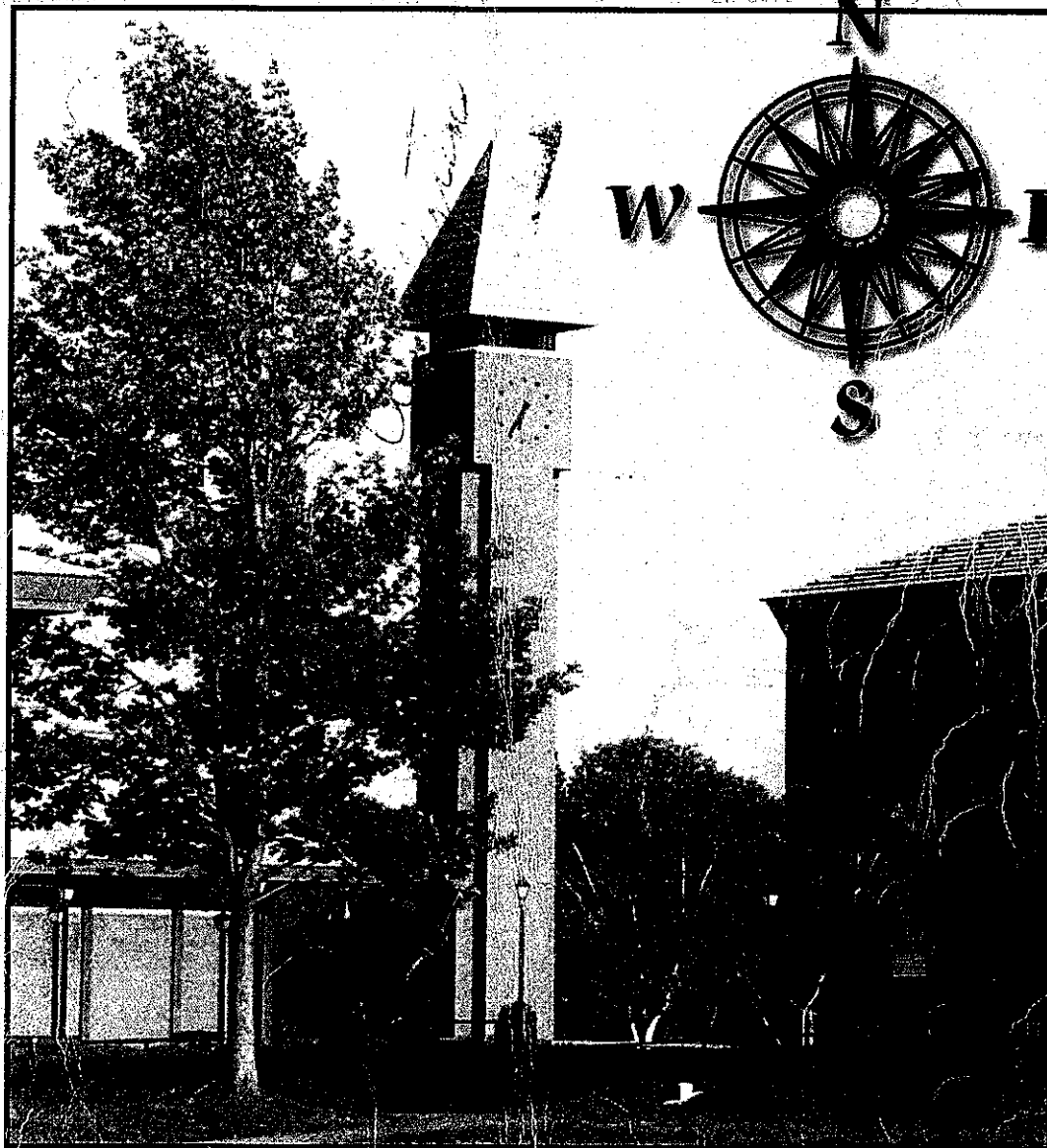


Explains 95-97

FMCC

Fulton-Montgomery Community College



Keeping Futures On Course

AREAS OF STUDY

A.A. Degree Programs

0250 Liberal Arts & Sciences: General Studies 0212 Liberal Arts & Sciences: Social Science
0201 Liberal Arts & Sciences: Humanities 0664 Fine Arts

A.S. Degree Programs

0671 Business: Business Administration 0645 Liberal Arts & Sciences: Mathematics & Science
0532 Computer Science 0220 Liberal Arts & Sciences: Science
0530 Engineering Science 1130 Health, Physical Education & Recreation Studies
0221 Liberal Arts & Sciences: Mathematics

A.A.S. Degree Programs - Technologies

0525 Automotive Technology 0617 Natural Resources Conservation
0540 Construction Technology 0677 Visual Communications Technology:
0555 Electrical Technology Graphic Arts Printing

A.A.S. Degree Programs - Business

0630 Business: Accounting 0625 Office Technology: Administrative
0632 Business: Business Administration 0694 Office Technology: Word/Information Processing
0581 Computer Information Systems

A.A.S. Degree Programs - Public Affairs and Services

0417 Crafts Management 0570 Food Service Administration
0640 Criminal Justice 0604 Human Services
0605 Early Childhood 0622 Undergraduate Nursing

A.O.S. Degree Programs

0688 Individual Studies: Associate in Occupational Studies

1-Year, Plus 1-Year Programs

FMCC + Canton College of Technology - Degree awarded by Canton College of Technology

0583 Industrial Technology 0584 Science Laboratory Technology: Biology
0599 Mortuary Science 0584 Science Lab Technology:
Milk & Food Quality Control

FMCC + Cobleskill College of Technology - Degree awarded by Cobleskill College of Technology

0614 Biological Technology 0624 Public Health Technology: Environmental Health
0535 Chemical Technology 0600 Science Laboratory Technology: Histotechnology
0643 Floriculture

FMCC + College of Environmental Science & Forestry Degree awarded by College of Environmental Science & Forestry

0620 Forest Technology

Certificate Programs

0926 Automotive Mechanics 0987 Individual Studies
0047 Criminal Justice 0045 Medical Information Processing
1094 Desktop Publishing: Digital Typesetting 0935 Office Technology: Clerical
0968 Early Childhood 0996 Office Technology: Word/Information Processing
0985 General Education 0044 Quantity Food Production
0949 Human Services 0927 Secretarial Studies

FULTON • MONTGOMERY
COMMUNITY COLLEGE
JOHNSTOWN, NEW YORK 12095-3790
(518) 762-4651

The College reserves the right at any time to make changes deemed advisable or necessary. For information about the College, its programs, and its admissions procedures, contact the Office of Admissions.

ELLTON MONTGOMERY
COMMUNITY COLLEGE

Edinburg, New York 12025-3756

(518) 762-4651

A Division of SUNY at Albany, New York
Sponsored by the Council of County and Municipalities

505-1427

Ellton Montgomery Community College is an equal opportunity institution. All programs and services at Ellton Montgomery Community College are open to all persons regardless of race, color, sex, religion, age, or handicap.

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On behalf of the faculty, staff and students of Fulton-Montgomery Community College, welcome! FMCC is an excellent place for you to pursue your educational goals, and you will find an entire campus community dedicated to helping you succeed.

I encourage you to explore the many academic programs offered at the College to find the one that best meets your goals. Our transfer programs leading to the associate degree are excellent, and will prepare you to transfer to a four-year college or university. Or you can choose one of our top-notch career programs which offer career-technical degrees or certificates leading directly to employment. The College also offers a variety of non-credit courses as well as customized training for business and industry to meet the professional and personal development needs of the community. And because we know that a well-rounded educational experience is important to you, we provide extensive student services and a broad array of extra-curricular activities. Whatever your interests, FMCC has something to offer.

Thank you for choosing FMCC. All of us at the College wish you well and offer our assistance as you work toward your educational and career goals.

Priscilla J. Bell, Ph.D.
President

FULTON-MONTGOMERY COMMUNITY COLLEGE

The Mission of Fulton-Montgomery Community College

Fulton-Montgomery Community College prides itself on being an open-admission college which attempts to develop in its students that spirit of inquiry which characterizes the educated individual. The College seeks, through comprehensive offerings, to expand awareness of others, challenge prejudice, foster civic responsibility, promote appreciation of the arts, improve earning capacity, and strengthen a sense of purpose in life. This mission is supported by a faculty and staff whose primary concern is the providing of high quality instruction and educational services.

The following goals support this mission:

1. To provide comprehensive educational opportunities for both full-time and part-time students in the arts, the sciences, and the applied sciences;
2. To initiate, develop, and support additional courses, programs, and activities which serve community needs, and
3. To maintain an atmosphere of faculty, student, and administrative interaction in which students will find encouragement towards success.

Recognizing the diversity inherent in a student body at an open-admission institution, the following objectives lead to the goals:

1. a. The College will provide a variety of programs leading to the award of associate degrees or certificates. The comprehensive nature of the offerings will be in response to perceived community need.
b. The Professional Staff will continually review the appropriateness of programs and the quality of programs and educational services.
c. The College will provide scheduling of courses in programs to meet the needs of both full-time and part-time students.
d. The College will provide opportunities for its students to develop skills through both traditional and non-traditional courses.
2. a. The College will sponsor special-interest courses, programs, and activities for community residents.
b. College Facilities will be available for use by community groups.
3. a. Services will be provided to help students profit from their experiences at the College.
b. The College will provide services to preserve a sound educational environment.
c. The College will encourage extra-curricular and co-curricular experiences for its students.

History and Location

The Charter for Fulton-Montgomery Community College was approved by the Board of Supervisors of Fulton and Montgomery Counties on March 21, 1963. The College became the twenty-seventh two-year institution in the State University system. The goal of the College has been to meet local needs and provide services through low cost, quality education. The residents of the two counties are encouraged to use the services and facilities of the College.

Fulton-Montgomery Community College opened its doors in September 1964 in temporary quarters. In 1969 the College moved to a permanent site consisting of 194 acres, five buildings and several athletic fields. Located halfway between Johnstown and Amsterdam, the campus is situated in the foothills of the Adirondack mountains. Albany, the state capital, is approximately forty miles southeast of the campus. This setting allows students to enjoy a wide variety of cultural, historical and recreational activities.

Accreditation

Fulton-Montgomery Community College is accredited by the Middle States Association of Colleges and Schools. All of its programs are registered with the New York State Department of Education, and are approved for the training of veterans under the various public laws. The College is approved for the holders of New York State scholarships. The College is authorized by the Board of Regents of the University of New York to confer upon its graduates the degree of Associate in Arts, Associate in Science, Associate in Applied Science, or Associate in Occupational Studies.

Campus Facilities

The ADMINISTRATION BUILDING houses the offices of the President of Fulton-Montgomery Community College, the Vice-President and Dean, Admissions, Financial Aid, Business Services, Dean of Student and Community Services, Continuing Education, and Registrar.

The COLLEGE UNION houses the Office of the Coordinator of Student Activities, PART-TIME JOBS, the Bookstore, Cafeteria and student organization offices. There are also game rooms, lounges and areas for conferences, displays and exhibits, and small group meetings.

The EDUCATIONAL RESOURCES CENTER contains a Library with a collection of more than 65,000 books, several hundred periodicals and related indexes for student, faculty and community use. In addition to a national interlibrary loan service, the Center provides access to copy machines and computer assisted research. The Learning Center, located on the second floor, houses the reading, writing and math labs, tutoring services and services for learning and physically disabled students. The College's computer center and a student computer lab are located on the second floor of this building.

The CLASSROOM BUILDING has, in addition to lecture halls, faculty offices and conference rooms, many rooms equipped with audio-visual systems, closed circuit television and language and science laboratories. On the ground level of the building there is a television studio.

The International Student Office, a student computer lab, and ECCAL are located on the first floor. The Counseling Center, Project LIFT office, a unit of Empire State College, and offices of the Deans for Career Education and Liberal Arts and Sciences are located on the second floor.

The PHYSICAL EDUCATION CENTER includes a regulation-size swimming pool and gymnasium, multi-purpose, physical conditioning and training rooms, large playing fields, tennis court and other physical education facilities, all of which are available to students and public.

The CHILDCARE CENTER provides specially designed facilities for the campus Childcare Program available to the children of students, staff and community members.

Educational Facilities Off Campus

The M-Tec Center, owned by the Board of Cooperative Educational Services, located one mile west of the campus, is the site for laboratory work for courses in natural resources, agriculture technology, visual communications and construction technology.

The College owns an island in the Great Saginaw Lake and has leased approximately 540 acres of land west of Johtown to use as a laboratory for courses in science and natural resources. The College also offers credit and non-credit courses at a number of other sites off campus.



TENTATIVE ACADEMIC CALENDAR 1995-1996

FALL 1995

Aug. 31	Thurs	Admission and Registration (CONTINUING STUDENTS)
Sept. 1	Fri	Testing, Admission, Registration (NEW STUDENTS)
Sept. 4	Mon	COLLEGE CLOSED - LABOR DAY
Sept. 5	Tues	Orientation, Registration
Sept. 6	Wed	CLASSES BEGIN FOR FALL SEMESTER
Sept. 6-12	Wed-Tues	Late Registration - Subject to \$25 Late Fee
Sept. 6-19	Wed-Tues	Late Payment (Federal Period) - Subject to \$25 Late Fee
Sept. 12	Thurs	Last Day for Student-Initiated Schedule Changes
Sept. 20-29	Wed-Fri	Late Payment (Federal Period) Subject to \$25 Late Fee
Oct. 5	Mon	NO CLASSES - COLUMBUS DAY
Oct. 25	Wed	MIDTERM GRADES DUE
Nov. 6	Mon	Pre-registration Begins for Spring Term
Nov. 8	Wed	Last Day w. Withdrawal from Classes Without Academic Penalty
Nov. 10	Fri	NO CLASSES - VETERANS DAY
Nov. 21	Wed	CLASSES END - THANKSGIVING ADDRESS
Nov. 27	Mon	CLASSES RESUME
Dec. 4	Mon	Last Day to Apply for Graduation
Dec. 8	Fri	Special Friday Make-up Session (FOR EVENING CLASSES ONLY)
Dec. 19	Tues	CLASSES END
Dec. 20-23	Wed-Sat	FINAL EXAMINATIONS
Dec. 27	Wed	FINAL GRADES DUE

WINTER 1996

Jan. 5	Wed	CLASSES BEGIN FOR WINTER SESSION
Jan. 5	Wed	Last Day to Register for Winter Session Without Payment of Late Fee
Jan. 12	Fri	Last Day for Receipt of Application for Inclosure in Nursing Application Review*
Jan. 15	Mon	NO CLASSES MARTIN LUTHER KING DAY
Jan. 25	Thurs	CLASSES END
Jan. 26	Fri	Final Grades Due

*Applications received after this date will be reviewed periodically through August on a space available basis.

SPRING 1996

Jan. 24	Wed.	Testing, Advisement, Registration (NEW STUDENTS)
Jan. 25	Thurs.	Advisement and Registration (CONTINUING STUDENTS)
Jan. 29	Mon.	CLASSES BEGIN FOR SPRING SEMESTER
Jan. 29-Feb. 2	Mon.-Fri.	Late Registration - Subject to \$25 Late Fee
Jan. 29-Feb. 9	Mon.-Fri.	Late Payment/Deferral Period - Subject to \$25 Late Fee
Feb. 2	Fri.	Last Day for Student-Initiated Schedule Changes
Feb. 12-23	Mon.-Fri.	Late Payment/Deferral Period-Subject to \$75 Late Fee
Feb. 19	Mon.	NO CLASSES - PRESIDENTS' DAY
Mar. 20	Wed.	MID-TERM GRADES DUE
Apr. 4	Thurs.	CLASSES END - SPRING RECESS
Apr. 4	Thurs.	Last Day to Withdraw From Classes Without Academic Penalty
Apr. 15	Mon.	Pre-registration Begins for Fall 1996
Apr. 15	Mon.	CLASSES RESUME
May 3	Fri.	Special Friday Make-up Session (FOR EVENING CLASSES ONLY)
May 14	Tues.	CLASSES END
May 15-17	Wed.-Fri.	FINAL EXAMINATIONS
May 20	Mon.	FINAL GRADES DUE
May 26	Sun.	COMMENCEMENT

SUMMER 1996

June 3	Mon.	Last day to register for First Five-Week Summer Session and Summer Evening Without Payment of Late Fee.
June 3	Mon.	CLASSES BEGIN FOR FIRST FIVE-WEEK & EVENING SESSION
June 24	Mon.	Last Day to Withdraw from First Five-Week Session Without Academic Penalty
June 28	Fri.	Special Friday Make-up Session/Exam Day
July 3	Wed.	CLASSES END FOR FIRST FIVE-WEEK SUMMER SESSION
July 4	Thurs.	COLLEGE CLOSED - INDEPENDENCE DAY HOLIDAY
July 8	Mon.	Last Day to Register for Second Five-Week Session Without Payment of Late Fee
July 8	Mon.	CLASSES BEGIN FOR SECOND FIVE-WEEK SUMMER SESSION
July 8	Mon.	Last Evening to Withdraw from Evening Session Without Academic Penalty
July 25	Thurs.	CLASSES END FOR SUMMER EVENING SESSION
July 26	Fri.	Special Friday Make-up Session/Exam Day
July 29	Mon.	Last Day to Withdraw from Second Five-Week Session Without Academic Penalty
Aug. 8	Thurs.	CLASSES END FOR SECOND FIVE-WEEK SUMMER SESSION
Aug. 9	Fri.	Special Friday Make-up Session/Exam Day

TENTATIVE ACADEMIC CALENDAR 1996-1997

FALL 1996

Sept. 2	Mon	COLLEGE CLOSED - LABOR DAY
Sept. 3	Tues	Testing, Advisement, Registration (NEW STUDENTS)
Sept. 4	Wed	Advisement and Registration (CONTINUING STUDENTS)
Sept. 4	Wed	Orientation, Registration
Sept. 5	Thurs	CLASSES BEGIN FOR FALL SEMESTER
Sept. 3-11	Thurs - Wed	Late Registration - Subject to \$25 Late Fee
Sept. 5-11	Thurs - Wed	Late Payment Deferral Period - Subject to \$75 Late Fee
Sept. 11	Wed	Last Day for Students to Request Schedule Changes
Sept. 15-21	Thurs - Wed	Late Payment Deferral Period Subject to \$75 Late Fee
Oct. 14	Mon	NO CLASSES - OCTOBER 13 DAY
Oct. 23	Wed	MID-TERM GRADES DUE
Nov. 4	Mon	Preregistration Begins for Spring 1997
Nov. 15	Mon	NO CLASSES - VETERANS DAY
Nov. 14	Thurs	Last Day to Withdraw from Classes Without Academic Penalty
Nov. 27	Wed	CLASSES END - THANKSGIVING RECESS
Dec. 1	Mon	CLASSES RESUME
Dec. 2	Mon	Last Day to Apply for Graduation
Dec. 6	Fri	Special Friday Make-up Session (ONLY EVENING CLASSES ONLY)
Dec. 18	Wed	CLASSES END
Dec. 19-21	Thurs - Sat	FINAL EXAMINATIONS
Dec. 23	Mon	FINAL GRADES DUE

WINTER 1997

Jan. 3	Fri	CLASSES BEGIN FOR WINTER SESSION
Jan. 7	Fri	Last Day to Register for Winter Session Without Payment of Late Fee
Jan. 10	Fri	Last Day for Receipt of Application for Admission to Summer Session or Exchange
Jan. 20	Mon	NO CLASSES MARTIN LUTHER KING DAY
Jan. 24	Fri	CLASSES END
Jan. 24	Fri	Final Grades Due

*Applications received after this date will be reviewed periodically through August as a space available basis

SPRING 1997

Jan. 23	Thurs.	Advisement and Registration (RETURNING STUDENTS)
Jan. 24	Fri.	Testing, Advisement, Registration (NEW STUDENTS)
Jan. 27	Mon.	CLASSES BEGIN FOR SPRING SEMESTER
Jan. 27-31	Mon.-Fri.	Late Registration - Subject to \$25 Late Fee
Jan. 27-Feb.7	Mon.-Fri.	Late Payment/Deferral Period - Subject to \$25 Late Fee
Jan. 31	Fri.	Last Day for Student-Initiated Schedule Changes
Feb. 10-21	Mon. - Fri.	Late Payment/Deferral Period-Subject to \$75 Late Fee
Feb. 17	Mon.	NO CLASSES - PRESIDENTS' DAY
Mar. 19	Wed.	MID-TERM GRADES DUE
Mar. 27	Thurs.	CLASSES END - SPRING RECESS
Apr. 7	Mon.	Pre-registration Begins for Fall 1997
Apr. 7	Mon.	CLASSES RESUME
Apr. 16	Wed.	Last Day to Withdraw From Classes Without Academic Penalty
May 2	Fri.	Special Friday Make-up Session (FOR EVENING CLASSES ONLY)
May 14	Wed.	CLASSES END
May 15-17	Thurs-Sat.	FINAL EXAMINATIONS
May 19	Mon.	FINAL GRADES DUE
May 25	Sun.	COMMENCEMENT

SUMMER 1997

June 2	Mon.	Last day to register for First Five-Week Summer Session and Summer Evening Without Payment of Late Fee.
June 2	Mon.	CLASSES BEGIN FOR FIRST FIVE-WEEK & EVENING SESSION
June 23	Mon.	Last Day to Withdraw from First Five-Week Session Without Academic Penalty
June 27	Fri.	Special Friday Make-up Session/Exam Day
July 3	Thurs.	CLASSES END FOR FIRST FIVE-WEEK SUMMER SESSION
July 4	Fri.	COLLEGE CLOSED - INDEPENDENCE DAY HOLIDAY
July 7	Mon.	Last Day to Register for Second Five-Week Session Without Payment of Late Fee
July 7	Mon.	CLASSES BEGIN FOR SECOND FIVE-WEEK SUMMER SESSION
July 7	Mon.	Last Evening to Withdraw from Evening Session Without Academic Penalty
July 24	Thurs.	CLASSES END FOR SUMMER EVENING SESSION
July 25	Fri.	Special Friday Make-up Session/Exam Day
July 28	Mon.	Last Day to Withdraw from Second Five-Week Session Without Academic Penalty
Aug. 7	Thurs.	CLASSES END FOR SECOND FIVE-WEEK SUMMER SESSION
Aug 8.	Fri.	Special Friday Make-up Session/Exam Day

ADMISSION

Fulton-Montgomery Community College has the capacity to provide post-secondary education to students from a variety of backgrounds.

The College has an open-admission policy. This means that Fulton-Montgomery will admit to its student body any person having a high school diploma or a General Educational (equivalency) Diploma. Under certain circumstances, the College may also admit those persons who do not hold either of these documents. High school seniors are admitted pending satisfactory completion of their graduation requirements.

Although admission to the College is automatic under these conditions, several programs have prerequisites which must be met prior to entrance into those particular courses of study. (Please consult specific academic program descriptions for more information.) For that reason, some students may find it necessary or helpful to spend more than 4 semesters at the College to better insure completion of the degree or certificate.

The College does not require American College Test (ACT) or Scholastic Aptitude Test (SAT) scores of its applicants.

Early Admission

Students still in attendance in high school may attend college as Early Admission students under several options:

1. Seniors in the top half of their class who are recommended by their guidance counselor or principal may study at the College on either a part or full-time basis during their senior year. These students are able to use college courses to complete high school graduation requirements, depending on the policies of the high school.
2. Seniors who are not in the top half of their class and who are recommended by their guidance counselor or principal may study at the College on a part-time basis only, taking courses which have no effect upon high school graduation, either from a credit or requirement standpoint.
3. Students who have not yet attained senior status are dealt with on an individual basis. All such students desiring to study full-time will be required to have an interview with the Director of Admissions prior to admission.

Generally, students will not be allowed to take more than an equivalent full-time course load between their high school and the College.

Special applications for the Early Admission program are available at the College's Admissions Office, or at the high school guidance offices in Fulton and Montgomery counties.

Educational Opportunity Program (EOP)

The College's Educational Opportunity Program (EOP) for New York State residents is an academic and financial aid program which helps capable students go to college if they show promise for mastering college-level work. Offered to full-time students only, EOP accepts both freshman and adult learners who qualify academically and financially for the program.

In addition, transfer students may be considered for admission if they were enrolled in EOP, HEOP (Higher Educational Opportunity Program), SEEK (Search for Educational, Elevation and Knowledge), or a similar academic and financial support program at their previous college(s).

To qualify for EOP a student must be a resident of New York State with a high school diploma or its equivalent. To be considered academically disadvantaged, a student must meet any one of the following criteria:

1. be in the lower one-half of their class;
2. score below 50 on either of the PSAT exams;
3. score below 500 on either of the SAT exams;
4. have a high school average (at the end of the junior year) less than 75, or
5. possess a General Equivalency Diploma (GED).

Applicants must also file a Free Application for Federal Student Aid (FAFSA) and a NYS Tuition Assistance Program (TAP) form so that financial eligibility and need can be determined. Financial guidelines are published every year in the admissions application. **Completed applications (both admissions and financial aid) must be on file in the Financial Aid Office by June 1 in order to receive priority for admission to this program.** Students must supply their family's latest income tax statements and other financial papers to verify eligibility for EOP.

International Student Admissions

Any applicant who is not a citizen of the United States and wishes to study at the College under a non-immigrant F-1 Student Visa is considered an International Student. Students who enter the College demonstrating sufficient English language skills may enroll directly in degree courses, or dual admission can be granted for the Intensive English Language Program and an academic degree program contingent upon completion of the Language Program. A single admission can also be granted for the Intensive English Language Program.

Applicants should write to the Director of International Student and ESL Programs for detailed information and application forms.

English for Speakers of Other Languages

For students whose native language is not English, the College offers a non-credit Intensive English Language Program. The program is open to non-immigrants, refugees, and permanent residents intending to continue their studies at the College as well as those wanting to acquire English for career or social purposes. A placement exam determines which courses and level of study would most benefit the student. For information on registration, testing, and schedule of classes, contact the Director of International Student and ESL Programs in the International Student Office.

Summer and Winter Sessions

The College offers three separate summer sessions and a three week term in January. Courses may be used for credit at the College or transferred to other institutions.

Study Abroad Opportunities

Study abroad programs sponsored by units of the State University of New York, are conducted in almost every part of the world and are available to Fulton-Montgomery students. Contact the International Student Office for more details.

Campus Tours

Individuals or community groups who wish to have a guided tour of the Fulton-Montgomery campus can obtain a tour schedule from the Admissions Office. Special arrangements can also be made by appointment.

Students Not Possessing a High School Diploma or its Equivalent

Any student not possessing a high school diploma or its equivalent, who is 17 years of age or older and has been out of high school for a year, or a student who was unable to graduate with their high school class, may obtain an equivalency diploma without examination by successfully completing 24 semester hours of college courses toward a certificate or a degree. To receive Federal Title IV financial aid, students must pass a specific academic placement examination. For more details, contact the Admissions Office.

Nursing Admission

Because clinical experience facilities are limited, admission to the Nursing Program must also be limited, and is, therefore, competitive. Applicants should be aware of the last date for which the College will accept applications for the Nursing Program in order to include them in the first application review. Refer to Nursing Program in this catalog.

The Office of Admissions has more detailed information on these areas on open admission.

Students who are admitted or readmitted to the Nursing Program should complete all requirements within a four-year period.

Application Requirements

Matriculation in the Chosen Program

Students may begin full-time or part-time study at the College in September, January or during summer sessions. Those wishing to begin their studies during the summer must first contact the Admissions Office at the College. It should be noted that some of the programs offered at the College may only be entered in the Fall.

Matriculation applications and admissions is required in order for students to be certified for State and Federal financial aid. Matriculation is required for graduation.

Applications for any given semester are accepted up to and including the first week of classes.

Full Time Study

All students who plan to study full-time (12 credit hours or more per semester) are required to file application with the College. Fullin Montgomery uses the standard State University of New York application for this purpose. Application materials may be obtained from the College and from New York State high school guidance offices.

Part Time Study

Part-time students (11 credit hours or less per semester) who have accumulated 12-18 semester hours are urged to matriculate. To do this, the students must file formal application with the College. Application materials (standard State University of New York application) may be obtained from the Admissions Office of the College and from New York State high school guidance offices.

Part-time students taking 4-11 credits per semester who wish to apply for financial aid must matriculate in order to be certified for State and Federal funds.

Notice of Admission

Applicants may expect to receive notice of admission to the College within several weeks of initiation of the application procedure. Letters of admission are mailed within a short time of the receipt of the application at the college. In every instance except Nursing, Nursing admissions are sent as a group in early Spring.

Transfer Admission and Advanced Placement

Fullin Montgomery Community College will grant credit to students who were taken at other colleges under the following conditions: the college from which credit is transferred must be recognized as an accredited institution of higher education by its listing in the National Directory; the courses accepted for transfer must be consistent with the program for which the student has registered at Fullin Montgomery Community College; the minimum grade considered for transfer is a "D" in any course. No more than 12 semester hours of "D" credit may be transferred. Program requirements may include transfer of "D" credits. Transfer

credits may be applied towards an Associate Degree, but will not affect the student's grade point average at Fulton Montgomery Community College.

College credit is also given for the successful completion of proficiency examinations for experienced learning and, in some instances, for approved learning at New York State technical-technical institutions. (See the Academic Regulations for further information.)

To earn a degree from Fulton Montgomery Community College (except under special circumstances) a minimum of 30 credits must be completed at the College.

Residency Requirements

All students claiming residency in New York State must obtain the College Business Office's Certificate of Residency once each academic year. The academic year begins with the fall semester and ends with the summer semester. Failure to file the said certificate will result in the student being charged out-of-state tuition for all courses.

Each student claiming New York State Residency must provide proof that they have been a resident of New York State for a period of one year immediately prior to the semester and must provide certificates or documents they have residency for the last six months. The procedure for obtaining certificates is outlined below. Please note that all districts for students of Fulton Montgomery are New York counties.

An "Application for Certificate of Residency" is included in the student mailing package, is available at the College Business Office and during the summer's process.

Students Who Are Residents of Fulton or Montgomery Counties

Complete the "Application for Certificate of Residency" form, have it notarized (several notaries are available on campus) and submit it to the Business Office along with proof of your residency (driver's license, rent receipt, utility bill, school proof, etc.) the time you register for your first semester of study in the academic year. It is the student's responsibility to obtain satisfactory proof of residency.

Students Who Reside in Other Counties in New York State

Complete the "Application for Certificate of Residency" form, have it notarized and submit it along with proof of your residence to the County Treasurer of your home county. They will issue a Certificate of Residency which must be filed with the College Business Office 20 days to the time you register for each semester of study in the academic year.

Non-New York State Residents

If you have not been a permanent legal resident of New York State for the year preceding registration, you must pay non-resident tuition.

Non-residents include:

- Out-of-state residents
- International students holding an F-1 Visa
- Any person who is in the United States on a non-immigrant Visa

Senior Citizens Auditing Policy

Individuals age 61 and over may enroll in a class at the College and not pay tuition. Seniors may register to audit courses during the College's registration period prior to the start of each semester. However, some courses may be restricted due to space availability.

Auditing allows an individual to participate in all aspects of a course without receiving a final grade. For more information, contact the Academic Office.

TUITION AND FEES

When students register or pre-register for study, they incur an obligation for tuition and fee charges and (for students who reside in New York State) a Certificate of Residence.

Information regarding certificates of residency is under the heading "residency requirements". It is necessary that in addition to paying tuition charges, all students claiming residency in New York State file a Certificate of Residence or pay out-of-state (nonresident) tuition charges.

Students must meet their obligation to the College by the payment due date. The payment due date is published in the "Overview of Billing and Financial Aid Payment Procedures" brochure. This brochure is available at the business office and is mailed with your bill.

FAILURE TO PAY OR DEFER IN FULL BY THE PAYMENT DUE DATE WILL RESULT IN CANCELLATION OF THE STUDENT'S REGISTRATION.

Tuition and fee charges can be met in several ways:

1. Payment may be made in cash, check, money order, MasterCard/Visa.
2. Deferral of tuition and fee charges against official financial aid award sources (PELL, TAP, FSEOG, scholarships, etc.). To defer, students must have official award notification on file with the College and they must complete and submit the deferral portion of their bill requesting deferral of charges.
3. Receipt by the College of the proceeds of a guaranteed student loan at the beginning of the semester. The student must report to the College Business Office on or about the first day of classes to negotiate the check.
4. The College offers a monthly payment plan through Academic Management Services (AMS) which allows students to pay some of their educational expenses monthly with no interest or late charges. For more information, please contact the Business Office.
5. Any combination of the above three (if financial aid or student loan are not sufficient to cover all charges, the balance must be paid by the student.)

Late Payment/Registration Period

Beginning the first day of the semester, the first two weeks of the semester is a late registration period. During this time, students who are registering for classes may meet their obligation in any of the ways described above. In addition to tuition and fees, a \$25 (A) late penalty will be added to the student's charges.

Failure to Meet Tuition and Fee Obligations

Students who have not met their obligation by the payment due date of the semester are subject to withdrawal from the College.

International Students' Rate

International students are assessed out-of-state resident tuition. International student expenses will include tuition and fees, housing, food, books and supplies, insurance, local transportation, and personal expenses.

Tuition Refunds

When refunds of tuition charges are due as in the case of withdrawal or cancelled classes, the Business Office will refund any amount due to the student. Refunds are processed several weeks after the start of a semester and can be expected approximately 3-4 weeks after the beginning of a semester.

See the sections titled "Early Registration" and "Adjustment of Tuition and Fee Charges" for more information regarding tuition and fee policies. Refund schedule for complete withdrawal from all courses (subject to change):

During 1st week of semester 100% of Tuition & Fees
During 2nd week of semester 75% of Tuition only
During 3rd week of semester 50% of Tuition only
During 4th week of semester 25% of Tuition only
After Fourth Week of Classes — NO REFUND

NOTE: Federal regulations require that students attending the College for the first time and who are receiving Title IV Federal Financial Aid funds shall be eligible for a refund of tuition and fees for that portion of the semester not attended up to sixty percent of the semester. That period shall be determined by the portion of the semester remaining on the last day of recorded attendance. The institution shall credit refunds in the following order:

1. To outstanding balances on FFEL program loans
2. To outstanding balances on Federal Perkins loans
3. To Federal Pell Grant Awards
4. To Federal SEOG Awards
5. To other Title IV student assistance
6. to the student

AFTER THE 2nd WEEK YOU MUST PAY ALL FEES FOR COURSES DROPPED AND COURSES RETAINED. COURSES ADDED TO OR DROPPED FROM THE STUDENT'S SCHEDULE CAN BE MADE IN ACCORDANCE WITH THE COLLEGE'S POLICY AS OUTLINED IN THE SECTION TITLED "COURSE AND CURRICULUM CHANGE."

Adjustment in Tuition and Fee Charges

Any student who registers for a semester is responsible for payment of all tuition and fees for that semester regardless of the student's attendance or non-attendance. Tuition and fee charges will be reduced or eliminated only if the student notifies, **in writing**, the appropriate office listed below according to the schedule below. Please note that adjustment periods differ for fall/spring and winter/summer sessions.

Offices to Notify:

To withdraw from all of your courses — Counseling Office, Classroom Building C-209.

To withdraw from some of your courses — Registrar's Office, Administration Building A-109.

1. In any semester if you withdraw or drop in writing, through the Counseling Office or the Registrar, before the first day of the College semester you are released from your obligation to pay tuition and fees for the courses you have dropped. If you have paid your tuition, it will be refunded to you several weeks after the semester begins. The \$40.00 deposit is non-refundable.
2. During Fall and Spring semesters only: If you withdraw in writing, through the Counseling Office or the Registrar, after the first week of the College semester (beginning on the first day of the semester), you pay tuition for any courses for which you are still registered. You must pay all fees for courses dropped and any courses retained.
3. During Fall and Spring semesters: After the first week of the College semester, you are responsible for payment of tuition and fee charges for the semester, regardless of your class attendance or non-attendance.
4. During Winter term and Summer semesters: you are liable for payment of all tuition and fee charges as of the first day of the semester, regardless of your attendance or non-attendance in classes. Winter term and Summer semesters are prorated to a regular semester and refunds are made in accordance with the same policy. Read the sections titled "Early Registration" and "Tuition and Fees" for more information regarding tuition and fee policies.

TUITION AND FEE SCHEDULE

CHARGES PER SEMESTER 1994-1995
Tuition and fees are subject to change.

Tuition:	Full Time	Part Time
New York State Resident (with a valid Certificate of Residence on file)	\$1,025.00	\$85.00/CR
New York State Resident (without a valid Certificate of Residence on file)	2,050.00	170.00/CR
Out-of-State Resident	2,050.00	170.00/CR
Fees:		
Student Activity Fee	50.00	10.00
Student Accident Insurance (Annual Premium Mandatory for Full Time)	17.00	
Lab Fee (per Lab)*	15.00	15.00
Late Registration Payment	\$25.00	
Extended Payment Plan fee plus 25%	75.00	
Transcripts (academic and immunization)	3.00	
Graduation Fee (final semester only)	30.00	
Experiential Learning Fee	35.00/CR	
Add-Drop Fee (student-initiated only)	8.00	

*Laboratory Fees - Lab fees are assessed for courses which offer various types of labs, special equipment and/or support services. This includes traditional lab arrangements associated with science and technology courses as well as the computer labs and peer tutor program which the College makes available as support to many courses in the Career and Liberal Arts areas.

PLEASE NOTE: Students should pay or defer in full by the payment due date to avoid cancellation of their registration.

FINANCIAL AID

The majority of full-time students at Fulton Montgomery Community College receive some form of financial aid — scholarships, grants, loans or a combination of these. Many part-time students also qualify for financial assistance. Students may apply for financial aid from college-based programs and/or from outside agencies. Information regarding financial aid is sent to students upon admission to the College or may be requested at any time from the Financial Aid Office.

To be considered for college-based financial aid, students must be formally admitted to the College. All students applying for financial aid must file a State University of New York Admissions Application with the Admissions Processing Center in Albany, New York. Students

must provide proof of high school graduation or General Equivalency Diploma or pass a specific academic placement examination. Early Admit students should follow the directions provided by our Admissions Office.

The application form required by this institution is the Free Application for Federal Student Aid (FAFSA) and is available through high school guidance offices or the Financial Aid Office at the College. The FAFSA is usually available in December for the following academic year. All students must reapply for financial aid annually. Renewal FAFSA's are sent by the Department of Education to previous applicants. Because all funds are limited, students are strongly encouraged to submit the FAFSA as soon after January 1 as possible. Completed applications (both admissions and financial aid) must be on file by June 1 in order to receive priority for funding. This includes your family's latest income tax statement and any other documentation of income to verify the information you submitted on your FAFSA. Questions pertaining to Independent or Dependent status should be directed to the Financial Aid Office.

Responsibilities of Recipients. Recipients must continue to meet the Standards of Satisfactory Academic Progress Policy for Financial Aid Purposes (available from the Financial Aid Office), must not be in default on an educational loan or owe a refund on a federal grant, must sign the Anti-Drug Abuse Act Certification Statement and the Statement of Educational Purpose. Males 18 years of age or older must be registered with Selective Service.

Transfer students must supply a completed Financial Aid Transcript (FAT) from each college attended in order to be considered for financial aid from this institution.

Satisfactory Academic Progress Policy for Financial Aid Purposes. In order to maintain academic eligibility for Financial Aid Programs, students are required to meet the standards established by the Satisfactory Academic Progress Policy for Financial Aid Purposes. There are two components to this policy; both must be met in order for a student to continue to be eligible to participate in financial aid. They are Pursuit of Program and Academic Progress.

Pursuit of Program is defined as receiving a completion grade in a percentage of a full-time courseload. Grades of A, B, C, D, F, S, and U are grades which show completion. Grades of W, I, or IP do not count as completed grades. Grades of I or IP must be completed before the beginning of the next term of study in order to be considered completed. The percentage of credits completed increases from 50% of the minimum of full-time load in each term of study in the first year, to 75% in the second year, to 100% in each succeeding year.

Academic Progress is defined as the accumulation of a minimum number of credit hours with a specific minimum grade-point average (GPA) each term. To earn credits, a student must receive a grade of A, B, C, D, or S. Grades of W, I, IP, F, & U do not count as credits earned. All full-time student (12 credit hours or more) and all part-time students (6-11 credit hours) must meet the minimum standards in order to be eligible for Title IV student financial assistance.

Students who transfer from another institution or who seek a second degree from the College, will have an evaluation performed to determine eligibility and the requirements that must be met in order to maintain eligibility for subsequent semesters.

A student who officially withdraws from the College and received grades of "W" will not be eligible for any Title IV financial aid for a period of one year.

A student may regain eligibility by: (1) making up the deficiencies at the student's own expense; (2) applying for and being granted a one-time waiver; (3) being readmitted to the institution after an absence of at least one calendar year (two regular semesters). Students may request and be granted a waiver of this policy only if the waiver is in the best interest of the student and is for exceptional or extraordinary cases. The waiver is not automatic and will include an assessment of the reasons for a student's failure to meet the requirements. The student must be judged to have a "reasonable chance for continuing success" once the mitigating circumstance has been resolved.

Complete information regarding this policy is available from the Financial Aid Office.

International Students. College-based, state or federally funded financial aid programs are not available to students holding F-1 (student) immigration status. Although assistance from outside sources within the U.S. is limited, international students may be eligible for such programs.

Typical Student Budget For Full Academic Year

The amounts listed are for the 1995-1996 academic year and are for illustration purposes only. Contact the Financial Aid Office for current budget figures. Also consult Tuition and Fee Schedule.

Full-Time Student	Resident	Commuter
Tuition (1995-1996)	\$2050	\$2050
Fees (minimum for 1995-1996)	117	117
Room (estimated)	1800	
Board (estimated)	1500	
Books & Supplies	500	500
Personal Expenses (clothing, rec., etc.)	500	500
Transportation	600	600
Estimated Total for Full Year	\$5167	\$3767

It is important to note that the level of spending in areas not directly related to fixed college costs are variable and depend totally upon the individual student. e.g., housing, clothing, recreation, transportation, etc. In addition, commuter students may choose to add \$1,800 to their academic year expenses to cover the cost of maintaining themselves at home. Some curricula have additional required expenses, e.g., uniforms for Nursing.

STATE PROGRAMS

The following scholarships are funded by New York State and are subject to availability.

Tuition Assistance Program (TAP)

Application Procedures. Applicants must apply annually to the New York State Higher Education Services Corporation (HESC), Albany, NY 12245. The application deadline for the academic year is May 1. However, students are encouraged to apply well before the deadline. Students are able to apply for TAP by using the TAP Application in conjunction with the Free Application For Federal Aid (FAFSA). Any student or prospective student can obtain a TAP Application and the FAFSA from any high school guidance office, the College's Financial Aid Office, or HESC.

The Higher Education Services Corporation determines each applicant's eligibility and mails an award certificate directly to the applicant indicating the amount of the grant. The applicant presents or sends the School Copy of this award certificate to the Financial Aid Office. The College will defer payment of tuition on the basis of receipt of the award certificate. Institutions actually receive TAP payments after they certify student eligibility.

Selection of Recipients and Allocation of Awards. The Tuition Assistance Program is an entitlement program. There is neither a qualifying examination nor a limited number of awards. The applicant must: (1) be a New York State resident and U.S. citizen, or a permanent resident alien, a refugee or a conditional entrant in the United States; (2) be enrolled full-time and matriculated in an approved New York State post-secondary program. New York State Net Taxable Income is used to determine eligibility for this program. Specific guidelines are available in the Financial Aid Office or from the Higher Education Services Corporation.

The income measure is the family's (or independent student's) New York State net taxable income plus certain nontaxable income and (for dependent students) support from divorced or separated parents from the preceding tax year. This income may be adjusted to reflect other family members enrolled full-time in post-secondary study. All income data are subject to verification by the New York State Department of Taxation and Finance and the Higher Education Services Corporation. Scholarship and fellowship grants received, including the value

of contributed services and accommodations, will be excluded from income for the purposes of New York State taxes.

To be considered financially independent for State programs an applicant must be:

1. 35 years of age or older on July 1 of the academic year; or
2. 22 years of age or older on July 1 of the academic year; and not be:
 - a resident for more than 6 consecutive weeks in the current, previous or subsequent calendar years, in any house, apartment or building owned or leased by parents;
 - claimed as a dependent by parents on their federal or state income tax returns for the current or previous tax years;
 - a recipient of gifts, loans or other financial assistance in excess of \$750 from parents in the current, or previous, or subsequent calendar years, or
3. under 22 years of age on July 1 of the academic year and meeting all other requirements of (2) above, and in addition able to meet and document at least one of the following requirements:
 - both parents deceased, disabled, or declared incompetent;
 - receiving public assistance other than Aid to Dependent Children (ADC) or food stamps;
 - ward of a court;
 - unable to ascertain parents' whereabouts, or
 - unable, due to an adverse family situation, to submit information on parents' income.

Independent status under the State definition does not necessarily insure independent status for federal aid programs.

Undergraduate students generally receive TAP awards for four years of study. Students enrolled in approved five-year programs, or in a State-sponsored opportunity program, may receive undergraduate awards for five years. No student (including opportunity students) may receive awards for more than a total of eight years of undergraduate and graduate study.

Responsibilities of Recipients. Recipients must be in good academic standing in accordance with Commissioner's Regulations and must not be in default of a loan guaranteed by the Higher Education Services Corporation. A statement of the College's Satisfactory Academic Progress Policy for Financial Aid Purposes may be obtained from the Financial Aid Office. Under certain circumstances, defaulted borrowers can be reinstated for TAP eligibility by HESC.

Aid for Part-Time Study (APTS)

Application Procedures. Applicants must apply for this campus-based program through the Financial Aid Office. Students will be required to provide a copy of appropriate New York State income tax returns.

Selection of Recipients and Allocation of Awards. APTS is not an entitlement program. Participating institutions select recipients. To be eligible, students must: (1) be enrolled part-time in an approved undergraduate degree program or credit-bearing certificate or diploma program in New York State (part-time student for APTS is defined as enrollment for at least three but less than twelve hours); (2) have earned at least six semester hours of credit with a minimum grade point average of 2.5; (3) meet the income limits (if a student was not eligible to be claimed as a tax dependent, the student's and, if married, the spouse's income together cannot exceed \$34,250; if a student was not eligible to be claimed as a tax dependent and did claim tax dependents, other than a spouse, the family's income cannot exceed \$50,550; if a student was claimed as a tax dependent, the family's State net taxable income cannot exceed \$50,550); (4) be a New York State resident; (5) be either a U.S. Citizen, permanent resident alien, or refugee; (6) apply for a Federal Pell Grant if eligible for Pell; (7) have a tuition charge of at least \$100 per year; and (8) have remaining TAP eligibility.

Award Schedule. The funding available for all participating institutions is set each year by the New York State Legislature and allocated by the Higher Education Services Corporation. The amount received by the College is determined by our school's share of the total part-time degree program enrollment at all participating institutions. The number of awards and amount of each award is determined by the College.

Responsibilities of Recipients. Recipients must be in good academic standing in accordance with Commissioner's Regulations and must not be in default of a loan guaranteed by the Higher Education Services Corporation. A statement of the College's Satisfactory Academic Progress Policy for Financial Aid Purposes may be obtained from the Financial Aid Office.

Educational Opportunity Program (EOP)

Application Procedures. Students who want to apply for the Educational Opportunity Program (EOP) **MUST** complete the State University of New York Admissions Application (indicating that the student wants to be considered as an EOP applicant), provide proof of high school graduation or General Equivalency Diploma (GED), complete the Free Application for Federal Student Aid (FAFSA), and provide supporting financial documentation. The deadline for completion of these records is June 1 in order to receive priority for EOP selection.

Selection of Recipients and Allocation of Awards. An applicant must be: (1) a New York State resident; (2) academically disadvantaged according to definitions of the State University; and (3) economically disadvantaged according to guidelines approved by the Board of Regents and the Director of the Budget. Selection of eligible applicants is conducted by the Financial Aid/EOP Office.

Once selected, EOP participants may continue in the program until degree completion, with awards available for various periods depending on the duration of their academic programs.

Award Schedule. The amount of financial assistance and other support provided to EOP participants is dependent on financial needs determined by federal and state guidelines.

Responsibilities of Recipients. Recipients must be in good academic standing in accordance with Commissioner's Regulations. A statement of the College's Satisfactory Academic Progress Policy for Financial Aid Purposes may be obtained from the Financial Aid/EOP Office. Each recipient must also apply for TAP, Federal Pell and other financial aid every year.

Vietnam Veterans Tuition Awards (VVTAs)

Application Procedures. Applications may be obtained from the College's Financial Aid Office or from the New York State Higher Education Services Corporation, Albany, NY 12255. Application must be made on or before September 1.

Selection of Recipients and Allocation of Awards. Awards are available for both full-time and part-time study in an approved undergraduate program or an approved vocational training program at the College. Full-time study is defined as enrollment for at least twelve semester hours; part-time study is defined as enrollment for at least three but less than twelve semester hours. To be eligible, students must: (1) be enrolled in an approved undergraduate degree, certificate or diploma program or an approved vocational training program at the College; (2) have served in the U.S. Armed Forces in Indochina between January 1, 1961 and May 7, 1975; (3) have been discharged from the U.S. Armed Forces under other than dishonorable conditions; (4) be a New York State resident on April 20, 1984 or have been a resident at the time of entry into service and resume residency on or before September 1, 1990; (5) have applied for a TAP award and a Pell Grant; and (6) establish eligibility with the Higher Education Services Corporation on or before September 1, 1992.

Tuition awards are available for all Vietnam veterans who meet the eligibility requirements. No students may receive awards for more than four years of full-time or eight years of part-time undergraduate study except students enrolled in approved five-year programs, who may receive awards for five years of full-time study or the equivalent in part-time study. Students in approved non-credit vocational training programs may receive awards for two years or the equivalent in part-time study.

If the sum of a VVTA and TAP award exceeds tuition and required fee charges, the TAP award is reduced so that the sum of the two awards is equal to the charges.

Award Schedule. Full-time awards are \$1,000 per semester, but no more than tuition, and part-time awards are \$500 per semester, but no more than tuition. Cumulative awards cannot exceed \$10,000.

Responsibilities of Recipients. Recipients must be in good academic standing in accordance with Commissioner's Regulations and must not be in default of a loan guaranteed by the Higher Education Services Corporation. A statement of the College's Satisfactory Academic Progress Policy for Financial Aid Purposes may be obtained from the Financial Aid Office.

Regents Professional Opportunity Scholarships

Application Procedures. Application forms and information bulletins may be obtained from the State and Federal Scholarship and Fellowship Unit, State Education Department, Albany, NY 12230. Interested applicants should request information early in the academic year preceding the year for which the award will be effective.

Selection of Recipients and Allocation of Awards. These scholarships are awarded for study in New York State schools that have approved programs leading to licensure in a profession licensed by the Regents or other fields designated by the Regents.

An applicant must: (1) be enrolled in a program approved for the award or be a candidate for admission to such program; (2) agree to practice, for a period of at least twelve months, in New York State; (3) have been a legal resident of New York State for at least one year immediately preceding the effective date of the award.

Awards are made in the following order of priority:

First priority is given to any applicant who is economically disadvantaged and a member of a minority group historically under-represented in the professions (i.e., Black, Hispanic, or Native American Indian).

Second priority is given to any applicant who is a member of a minority group historically under-represented in the professions.

Third priority is given to any applicant who is enrolled in, or is a graduate of, one of the State sponsored opportunity programs: EOP, HEOP, SEEK, or College Discovery.

If there are more applicants in any of the three priority groups than there are scholarships in a selected profession, award recipients are randomly selected within priority groups.

Award Schedule. The amount of an award is \$1,000 to \$5,000 a year, based upon income, for up to four years of full-time study.

Responsibilities of Recipients. To receive payment, the scholarship holder must, each year, file a TAP Application with the New York State Higher Education Services Corporation prior to the March 31 deadline. Recipients must be in good academic standing in accordance with Commissioner's Regulations and must not be in default of a loan guaranteed by the Higher Education Services Corporation. A statement of the College's Satisfactory Academic Progress Policy for Financial Aid Purposes may be obtained from the Financial Aid Office.

Regents Awards for Children of Deceased or Disabled Veterans

Application Procedures. A special application, obtainable from a high school counselor, must be filed with the New York State Higher Education Services Corporation (HESC), Albany, NY 12255. Documentary evidence to establish eligibility is required with the application. A high school counselor can provide assistance with this.

Selection of Recipients and Allocation of Awards. The applicant must be: (1) the child of a veteran who died, or who has a current disability of fifty percent or more, or who had such disability at the time of death, or was either a prisoner of war or missing in action, resulting from U.S. military service during one of the following periods.

December 7, 1941 - December 31, 1946;
June 27, 1950 - January 31, 1955;
October 1, 1961 - May 7, 1975.

and (2) a legal resident of New York State. Legal residency in New York State on the part of the parent is also required at the time of entry into military service, or of the parent's death as the result of military service, at the time of death.

Regents Awards to Children of Deceased or Disabled Veterans. Are independent of family income or student charge, and can be received in addition to other study or awards in which the applicant may be engaged.

Award Schedule. The amount of the award is \$400 per year, for up to five years, depending on the normal length of the program of study of full-time study in a college or university in New York State.

Responsibilities and Recipients. Recipients must be in good standing, standing in accordance with Commissioner's Regulations, and must also be in good standing with the Higher Education Services Corporation. A statement of the College's Satisfaction Academic Progress Policy for Financial Aid Purposes may be obtained from the Financial Aid Office. To receive payments the scholarship holder must file an FAFSA application with a \$145.2 Supplemental Application with the New York State Higher Education Services Corporation.

Regents Awards for Children of Deceased Police Officers, Firefighters and Corrections Officers

Application Procedures. A written application, obtainable from a high school counselor, may be filed with the New York State Higher Education Services Corporation (HESC), Albany, NY 12255. Documentary evidence to establish eligibility is required with the application.

Selection of Recipients and Allocation of Awards. The applicant must be a resident child of a resident police officer, firefighter or a corrections officer of New York State or any of its municipalities, who died as the result of an injury sustained in the line of duty. Individuals eligible for the Regents Award for Children of Deceased State Corrections Officers are State Civilian Employees of a Correction Facility who are eligible for the award.

Award Schedule. The amount of the award is \$400 per year, for up to five years, depending on the normal length of the program of study of full-time study in a college or in a doctoral training school in New York State.

Responsibilities of Recipients. To receive payments, the scholarship holder must each year file a FAFSA application and a Supplemental Application with the New York State Higher Education Services Corporation. Recipients must be in good academic standing in accordance with Commissioner's Regulations, and must also be in good standing with the Higher Education Services Corporation. A statement of the College's Satisfaction Academic Progress Policy for Financial Aid Purposes may be obtained from the Financial Aid Office.

Marshall Scholarship for Children of Deceased Police Officers, Firefighters and Corrections Officers

Application Procedures. A written application, obtainable from a high school counselor, may be filed with the New York State Higher Education Services Corporation (HESC), Albany, NY 12255. Documentary evidence to establish eligibility is required with the application.

Selection of Recipients and Allocation of Awards. The applicant must be a resident child of a resident police officer, firefighter or a corrections officer of New York State or any of its municipalities, who died as the result of an injury sustained in the line of duty.

Award Schedule: The annual award is given to the person deemed most meritorious and is shared by the military community. The award is presented to the recipient by the Governor of the State of Missouri. District Police Officers, Sergeants and Chiefs are eligible. The final list of nominees will be posted on the website and in the press.

Responsibilities of Recipients: Recipients of financial assistance shall adhere to the following conditions:
 1. **FAFSA Application:** Recipients must submit a FAFSA application with the New York State Higher Education Services Corporation (HESC) annually to be eligible for financial aid.
 2. **Satisfactory Academic Progress:** Recipients must maintain a minimum cumulative GPA of 2.0 (C grade) and complete a minimum number of credits per semester.
 3. **Financial Aid Disbursement:** Financial aid funds will be disbursed in installments, typically at the beginning of each semester.
 4. **Reporting Requirements:** Recipients must report any changes in financial status, enrollment, or academic performance to the HESC and the institution.
 5. **Prohibition on Use:** Financial aid funds are strictly for educational purposes and cannot be used for non-educational expenses.

Edward E. Reed, Herman Scheelhaas

Application Procedures: The following information regarding forms are available on the City of New York State High School Student Information System and Schools and Districts on the Internet for New York State. For this report, I did not review or conduct the New York State High School and District Student Information System.

Selection of Recipients and Allocation of Awards. Subsequent to the review, the following criteria were used to allocate awards: (a) the number of publications, (b) the number of citations, (c) the number of awards, (d) the number of awards from the National Academy of Sciences, (e) the number of awards from the National Academy of Medicine, (f) the number of awards from the National Academy of Arts and Sciences, (g) the number of awards from the National Academy of Engineering, (h) the number of awards from the National Academy of Social Sciences, (i) the number of awards from the National Academy of Humanities, (j) the number of awards from the National Academy of Letters, (k) the number of awards from the National Academy of Music, (l) the number of awards from the National Academy of Fine Arts, (m) the number of awards from the National Academy of Letters and Sciences, (n) the number of awards from the National Academy of Letters and Sciences and the National Academy of Letters and Sciences, (o) the number of awards from the National Academy of Letters and Sciences and the National Academy of Letters and Sciences, (p) the number of awards from the National Academy of Letters and Sciences and the National Academy of Letters and Sciences, (q) the number of awards from the National Academy of Letters and Sciences and the National Academy of Letters and Sciences, (r) the number of awards from the National Academy of Letters and Sciences and the National Academy of Letters and Sciences, (s) the number of awards from the National Academy of Letters and Sciences and the National Academy of Letters and Sciences, (t) the number of awards from the National Academy of Letters and Sciences and the National Academy of Letters and Sciences, (u) the number of awards from the National Academy of Letters and Sciences and the National Academy of Letters and Sciences, (v) the number of awards from the National Academy of Letters and Sciences and the National Academy of Letters and Sciences, (w) the number of awards from the National Academy of Letters and Sciences and the National Academy of Letters and Sciences, (x) the number of awards from the National Academy of Letters and Sciences and the National Academy of Letters and Sciences, (y) the number of awards from the National Academy of Letters and Sciences and the National Academy of Letters and Sciences, (z) the number of awards from the National Academy of Letters and Sciences and the National Academy of Letters and Sciences.

[illegible]

Information on this case is available through the New York State Department of Education, New York State Education Department, Albany, New York 12242-5000. Telephone: 518/485-2222. Fax: 518/485-2223. E-mail: info@education.state.ny.us. Web site: <http://www.education.state.ny.us>. The New York State Department of Education is an Equal Opportunity Employer.

Award Schedule: The award will be made in 1 year, 18 months, and 3 years, with awards not being made until 90 days after the last day of the study.

Responsibilities of Recipients: Recipients will be responsible for the following:
 - Selecting Service and the appropriate level of care.
 - Services coordination.

Student Aid to Native Americans

[illegible]

Selection of Recipients and Allocation of Awards. The applicant must be a holder of a full and complete New York State title or license to be eligible for consideration for a New York State title or license and a resident of New York State and maintain in good standing in accordance with the respective Regulations and Regulations of an approved New York State postsecondary program.

Answers are first provided in paragraph in the following types of questions: main idea, detail, inference, vocabulary, sentence completion, reading strategy.

Statement by a Native American Indian is an excellent first step. There is still a long way to go, but it is not a long, dark tunnel of sorrow.

Award Schedule: Financial aid will be awarded \$5,450 per year for a maximum of four years. If the student stays more than five years when a full year is required to complete degree requirements, with the remaining years counted as a minimum of two semesters with no semester. Students registered for less than full-time will be prorated accordingly. \$5,450 per year. Full-time

Responsibilities of Regiments. All regiments are responsible for providing the Native American Indian Education Act (NAIEA) of 1988, and any change to that legislation, a program of study on traditional curriculum. Studies must also submit a semester grades of the course each semester. Studies conducting any research and/or any other work related to the traditional curriculum.

FILE # 111111111111

Federal Family Education Loan Program
Federal Subsidized Stafford Loan Program

Application Procedures: To receive a copy of the application packet, please call the toll free 1-800-441-2222. Please send Student No. (A, NA), program, and address with return envelope to: Application Procedures, 1000 University Avenue, New York State Office of Education, Third Floor, Albany, NY 12243. Please send a self-addressed envelope with return postage and return address to receive a copy of the application packet. Please send the completed application packet to: Application Procedures, 1000 University Avenue, New York State Office of Education, Third Floor, Albany, NY 12243. The application packet will be returned to the address of the institution or directly to the applicant's address. Services Center, Inc., Albany, NY 12255. Additional information about the National and National Study Programs can be obtained from AEP.

[illegible]

A fellow "boy" and "girl" will be selected from the group and read "An Incident of the American Revolution" and "A Tale of Two Cities." The teacher will give each child a chance to ask a question or make a comment.

For the school year beginning in the fall, students will not be charged extra tuition for the use of textbooks. All books will be purchased in two separate payments and the check mailed to the College, accompanied by the statement of the College. The first order is for non-text books and the second order is for the college-wide materials that all students in the program use in class.

Loan Schedule: All loans must be repaid in 60 equal payments of \$100 per month, starting 20 days after the second year of study, and ending 30 days after the fifth year of study. A graduate or professional student may borrow a maximum of \$5,000 per year. No less than \$1,000 per year can be borrowed. For more information, visit www.ams.edu/ams.

\$23,000 as a dependent undergraduate student; \$46,000 as an independent undergraduate student; and \$138,000 as a graduate or professional student.

A student receiving a Federal Subsidized Stafford Student Loan is eligible for a full interest subsidy during the time he/she is in school at least half-time and for a following six-month grace period.

Responsibilities of Borrowers. Borrowers must be in good academic standing in accordance with Commissioner's Regulations and must not be in default of a loan guaranteed by the Higher Education Services Corporation. A statement of the College's Satisfactory Academic Progress Policy for Financial Aid Purposes may be obtained from the Financial Aid Office.

A student may borrow at a relatively low interest rate with no repayment as long as he/she remains enrolled at least half-time and for six months after he/she ceases to be at least a half-time student. Payment of principal may further be deferred for up to three years for certain categories of borrowers such as Public Health Service officers, the temporarily totally disabled, those in internships required before entering a profession, full-time Peace Corps, VISTA or similar national program volunteers, full-time teachers in shortage areas, the unemployed (up to two years), those on parental leave (up to six months), and certain mothers of preschool age children (up to twelve months). Borrowers should refer to the Promissory Note and contact the lender with any questions regarding deferment or cancellation provisions.

If a student applies for more than one loan, application must be made to the lending institution where the original loan was made.

After ceasing to be at least a half-time student, the borrower must make formal arrangements with the lending institution to begin repayment. The following regulations apply:

1. Depending on the amount of the loan, the minimum monthly payment will be \$50 plus interest. Under unusual and extenuating circumstances the lender, on request, may permit reduced payments.
2. The maximum repayment period is ten years.
3. Repayment in whole or part may be made at any time without penalty.
4. Loans may be consolidated, resulting in longer repayment terms and smaller monthly payments.

Federal Unsubsidized Stafford Loan

This program is open to students who may not qualify for Federal Subsidized Stafford Loans (see previous paragraph) or may qualify for only partial Federal Subsidized Stafford Loans. The same terms and conditions apply, except that the borrower is responsible for the interest that accrues while in school. Borrowers pay a combined origination/reinsurance premium at the time the loan check is issued. Borrowers may receive both Subsidized and Unsubsidized Federal Stafford Loans totalling up to the applicable Federal Stafford Loan limit if they do not qualify for the total amount permitted under the Federal Subsidized Stafford Loan Program.

Federal Parent Loans for Undergraduate Students (FPLUS)

Application Procedures. Application forms are available from the Financial Aid Office and participating lenders. Information about the program can be obtained from the New York State Higher Education Services Corporation, Albany, NY 12255.

Selection of Recipients and Allocation of Awards. A borrower must be the parent of a financially dependent undergraduate or graduate student.

Student eligibility criteria are comparable to those for Federal Stafford Student Loans, except that Federal PLUS loans require no financial need test. Limited to parents with no adverse credit history.

Pell Grants for six years. Awards may be used for tuition, fees, books and living expenses. Federal Pell Grants are awarded independently of TAP and other State grants.

Before receiving payment, the Federal Pell Grant recipient must sign certifications which include a Statement of Educational Purpose, a Statement of Registration Status for Selective Service, an Anti-Drug Act Certification and a Statement on Refunds and Default.

Award Schedule. The maximum award for the 1995-1996 academic year is \$2,340. The amount of individual awards is determined by the Estimated Family Contribution, costs of attendance and enrollment status.

Responsibilities of Recipients. Recipients must be in good academic standing in accordance with Commissioner's Regulations and must not be in default of a loan guaranteed by the Higher Education Services Corporation. A statement of the College's Satisfactory Academic Progress Policy for Financial Aid Purposes may be obtained from the Financial Aid Office.

Federal Supplemental Educational Opportunity Grants (FSEOG)

Application Procedures. Applications and instructions for applicants are available at the College's Financial Aid Office. Students apply for the program by filing the Free Application for Federal Student Aid (FAFSA).

Selection of Recipients and Allocation of Awards. The applicant must: (1) be a U.S. citizen or an eligible noncitizen; (2) be an undergraduate matriculated at an institution participating in the federal campus-based programs; (3) not be in default or owe a refund for any Federal Title IV aid at any institution; (4) if applicable, be registered with the Selective Service; (5) have the lowest expected family contribution; and (6) be a Federal Pell Grant recipient.

Financial need is determined by a standardized need analysis established by Congress, subject to annual adjustments. FSEOG awards may be available to less than full-time students. Recipients are selected and award amounts are determined by the Financial Aid Office.

Award Schedule. The award may range from \$100 to \$4,000, depending upon student financial need, program funding and institutional discretion. A student may receive grants for the period required to complete a first baccalaureate degree.

Responsibilities of Recipients. Recipients must be in good academic standing in accordance with Commissioner's Regulations and must not be in default of a loan guaranteed by the Higher Education Services Corporation. A statement of the College's Satisfactory Academic Progress Policy for Financial Aid Purposes may be obtained from the Financial Aid Office.

Federal Perkins Loan Program

Application Procedures. Applications and instructions for applicants are available at the College's Financial Aid Office. Students apply for this program by filing the Free Application for Federal Student Aid (FAFSA).

Selection of Recipients and Allocation of Awards. The applicant must: (1) be a U.S. citizen or eligible noncitizen; (2) be enrolled in an undergraduate, graduate or first-professional program as a matriculated student at an institution participating in the federal campus-based programs; (3) not be in default or refund status for any federal Title IV aid at any institution; (4) if applicable, be registered with the Selective Service; and (5) demonstrate exceptional financial need relative to other applicants at the institution, with priority given to Federal Pell Grant recipients.

Financial need is determined by a standardized need analysis established by Congress, subject to annual adjustments. Recipients are selected and loan amounts are determined by the Financial Aid Office. Federal Perkins loans may be available to less than full-time students.

Award Schedule. The average college student loan limit is \$3,000 for each year of study. The maximum cumulative loan limit is \$5,500. The graduate student loan limit is \$5,000 for each year of study. The maximum cumulative loan limit is \$10,000. Loans are made by Federal Perkins Loans. Repayment is an undergraduate student's responsibility.

Responsibilities of Borrowers. Borrowers must be in good academic standing in accordance with the institution's regulations and must not be in default of a loan granted by the Higher Education Services Corporation. A statement of the College's Satisfaction Academic Progress Policy for Financial Aid purposes may be obtained from the Financial Aid Office. The current interest rate payable during the deferment period is 7.5% for loans and the unpaid principal repayment is 7.5% for the first year of graduation or leave of absence. A borrower's student loans become full-time salary and may extend over a period of six years. Payment may be deferred for up to three years for full-time students of non-profit schools. Payment of Federal Student Loans is the responsibility of the borrower and is not the responsibility of the institution or program. Borrowers may also be eligible for a 6% discount on the interest rate if they are enrolled in a degree program before enrolling in a master's program.

Federal Work Study Program (FWS)

Application Procedures. The Federal Work Study Program provides employment opportunities for students. Applications and inquiries for applicants are available at the College's Financial Aid Office. Students may also be informed of the Federal Work Study Program by the Financial Aid Office (FWS).

Selection of Recipients and Allocation of Awards. The applicant must be a U.S. citizen or eligible non-citizen who is enrolled in a degree program or in a leave of absence program. A student must be a full-time student and must be in good academic standing. The Federal Work Study Program is a program of the Federal Government. The Federal Work Study Program is a program of the Federal Government. The Federal Work Study Program is a program of the Federal Government.

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As an institution, we make every effort to ensure that all students who are eligible for FWS have the opportunity to participate in the program. The Federal Work Study Program is a program of the Federal Government. The Federal Work Study Program is a program of the Federal Government. The Federal Work Study Program is a program of the Federal Government.

Award Schedule. The Federal Work Study Program is a program of the Federal Government. The Federal Work Study Program is a program of the Federal Government. The Federal Work Study Program is a program of the Federal Government.

Responsibilities of Recipients. Recipients must be in good academic standing in accordance with the institution's regulations and must not be in default of a loan granted by the Higher Education Services Corporation. A statement of the College's Satisfaction Academic Progress Policy for Financial Aid purposes may be obtained from the Financial Aid Office.

Nursing Student Loan Program (NSL)

Application Procedures. Applications and inquiries for applicants are available at the College's Financial Aid Office. Students may also be informed of the Nursing Student Loan Program by the Financial Aid Office (NSL).

Selection of Recipients and Allocation of Awards. The applicant must be a U.S. citizen or eligible non-citizen who is enrolled in a degree program or in a leave of absence program. A student must be a full-time student and must be in good academic standing. The Nursing Student Loan Program is a program of the Federal Government.

Financial need is determined by a standardized need analysis established by Congress subject to annual adjustments. NSL awards are available to full-time and half-time students. Recipients are selected and award amounts are determined by the Financial Aid Office.

Award Schedule. The annual maximum loan limit is \$2,500 for the first two years of study. The annual maximum loan limit is \$4,000 for the last two years of study. The aggregate NSL that any nursing student may obtain is \$13,000.

Responsibilities of Recipients. Recipients must be in good academic standing in accordance with Commissioner's Regulations and must not be in default of an educational loan or owe a refund to a Federal Grant. A statement of the College's Satisfactory Academic Progress Policy for Financial Aid Purposes may be obtained from the Financial Aid Office. The current interest rate, payable during the repayment period is 5% on the unpaid principle. Repayment begins nine months after graduation or leaving school, or after a student drops below half-time status, and may extend over a period of ten years. Deferment, repayment and cancellation provisions are outlined in the promissory note. Questions regarding repayment should be directed to the College's Business Office.

Veterans Administration (VA) Educational Benefits

Many programs of educational assistance benefits are available to those who have served in the active military, naval or air service and to their dependents. Detailed information on all veterans' benefits and assistance in applying for benefits can be obtained from offices of the Veterans Administration. In New York, there are VA Veteran Centers in Albany, Babylon, Bronx, Brooklyn, Buffalo, Elmhurst, Manhattan, Rochester, Syracuse, and White Plains.

The major programs of educational assistance for post-secondary study are summarized here. These programs are subject to change.

Post-Vietnam Veterans Educational Assistance Program (VEAP)

This program (Chapter 32) is basically a voluntary contributory matching program for persons entering service after December 31, 1976. For every dollar contributed by the individual, the Federal Government will contribute two dollars, and the Department of Defense may contribute an additional unspecified amount. Benefits from this program may be used until ten years after the date of the last release or discharge from active duty, and may cover up to thirty-six months of study.

Veterans Educational Assistance Act of 1984 Montgomery G. I. Bill

This program (Chapter 30) serves individuals entering military service on or after July 1, 1985. Other individuals may be eligible if they had remaining entitlement under a different Chapter. A Selected Reserve Educational Assistance Program (Chapter 106) is also available to help members of the Selected Reserve pay for study leading to an undergraduate degree or non-degree programs at institutions of higher learning.

Vocational Rehabilitation for Service-Disabled Veterans

For those veterans with a compensable service-connected disability that results in an employment handicap, programs of training and rehabilitation are available during, generally, the twelve years following the date of discharge or notice of disability compensation. Up to forty-eight months or more of educational assistance may be authorized to cover the full cost of tuition, books, fees, supplies and equipment, with interest-free loans available to meet unexpected expenses incurred while in school. A subsistence allowance is also available, in addition to disability compensation or military retired pay. A monthly allowance to help pay the educational expenses of spouses or dependent children between the ages of eighteen and twenty-six is available to service persons who are permanently and completely disabled from service-connected disabilities, who are missing in action, or who have been forcibly detained by a foreign nation for more than ninety days.

Local Programs

Fulmer-Montgomery Community College has available a variety of its own scholarship programs originating from the Personal Foundation, Inc., and the Artichiff Foundation, Inc., as well as an ongoing scholarship program which provides financial aid for these college scholars. Both scholarship programs currently focus on academic performance and on some degree of financial need. Additional information regarding applications, criteria, and deadlines may be obtained from the Financial Aid Office. Scholarship criteria are subject to change and all awards are subject to availability of funds.

Academic Achievement Scholarship — \$1,000 awarded annually to graduating high school seniors and Early Adult students who receive full-time awards. Applicants must be residents of Fulmer-Montgomery or Hamilton counties or the Gateway College School District who have a 3.5 or equivalent cumulative grade point average at the time of application. Awards are made for two academic years. Recipients must maintain at least a 3.0 cumulative grade point average at the College with earned credit hours from either transfer credit and/or college coursework.

Tuition Assistance Program — Awards range from \$500 to \$1,000 per year. Awards are available to students in high school, students and Early Adult students who receive full-time at the College. Applicants must be residents of Fulmer-Montgomery or Hamilton counties or the Gateway Central School District who have a 3.0 cumulative grade point average at the time of application. Awards are for one year. Recipients must maintain at least a 3.0 cumulative grade point average while enrolled full-time at the College to receive the second semester award. Students are limited to a maximum of three semesters of payments.

General Assistance Program — Awards range from \$500 to \$1,000 per year. Awards are available to full-time and non-full-time students who exhibit financial need and can demonstrate educational need. Awards are usually made for one academic year. Although students may apply for only one semester, students receiving awards may be eligible for a second year award if a 3.0 cumulative grade point average is maintained. Students may receive the second semester award. Students are limited to a maximum of two semesters of payments.

The following is a partial list of external scholarship programs offered by community and campus organizations which serve as fully or partially students of Fulmer-Montgomery Community College:

Adult Continuing Education Students Organization Scholarships — Amounts vary awarded to students participating in continuing education programs.

Arthur and Ruth Putnam Scholarship — Amounts vary awarded to a student who can exhibit financial need.

Bonnie Gerhart Memorial Scholarship — Amounts vary awarded to a full-time nursing student selected by the faculty.

FACE Scholarships — Amounts vary awarded to returning and transferring students who earn through advancement from the faculty of the College.

Fulton County Secretaries Association Scholarship — Amounts vary awarded to women who are residents of Fulton County and can exhibit financial need.

Gerda Linder Scholarship — \$500 awarded annually to a nursing student who is a resident of the College.

Martling Nursing Scholarship — Amounts vary awarded to a nursing student who is a resident of the College.

Southern Adirondack Dog Club — Amounts vary awarded to a student majoring in agriculture at the College who plans to become a dog show breeder.

STUDENT SERVICES

Fulton-Montgomery Community College offers a wide variety of services in order to assist students in making their many decisions.

Academic Advisement

An important student responsibility is the proper selection of programs, options, and courses, and the compliance with requirements and prerequisites. To assist the individual student Fulton-Montgomery provides an advisement interview for every entering student.

During each semester a six week period is set aside for Advisement and early registration. At this time, each student meets with an advisor to evaluate progress, plan a program for the following semester, and register for courses. Several advisors will be available.

In addition to Advisement for entering students and the Advisement and early registration period during each semester, students may meet with advisors at any time to discuss questions or difficulties which may arise. Advisors are available in the Counseling Center, C-209, on the second floor of the Classroom Building.

Career Planning

The Office of Career Planning is available to assist prospective graduates in obtaining employment or in transferring to a four year college or university. The office is located in the Counseling Center and includes career materials, college catalogs, career planning videos and computer-assisted career and college searches.

Child Care Center

In conjunction with the Gloversville YMCA, the College operates a day care program for children 3-5 years of age. Contact the Admissions Office for information.

Counseling

The Counseling Center offers the following services to students: academic advisement, withdrawal from College interviews, vocational career counseling, transfer and placement information, and personal counseling. A library of college catalogs and career information is also located in the Center.

Discipline

The laws of the local community are enforced on the campus of the College by the peace officers of the courts. Conduct which constitutes violation of law is punishable by the courts. In general, the College will not add its sanction to any imposed by a court. However, should the President judge that the continued presence of a student constitutes a danger for the College community, the President may suspend or dismiss that student. Suspension and dismissal may also be imposed for serious breaches of academic discipline such as cheating, dishonesty, malicious abuse or damage. Policies of the College provide procedures for hearing, sanction, and appeal. Consult the student handbook for a description of standards of conduct expected of students and disciplinary procedures.

Housing Advisement

In accordance with State University of New York policy, the College does not maintain dormitories nor does it assume responsibility for off-campus living accommodations. The Student Activities Office of the College Union maintains a list of housing available in the community.

International Student Services

The International Student Office currently assists foreign students from 18 countries around the world with a variety of services including admissions, academic advisement, and English as a Second Language study. The International Student Office, located on the first floor of the Classroom Building, C-137A, specifically assists non-immigrant students with immigration matters, everyday living, health insurance, and personal and academic concerns. An orientation seminar is also offered each academic session to familiarize new International Students with campus and community life.

Learning and Physically Disabled Student Services

Fulton-Montgomery Community College offers reasonable accommodations for students with disabilities. Students with Learning Disabilities may receive services by contacting the Learning Center located in the Educational Resources Center, L-203. Students with Physical or Emotional Disabilities may receive services by contacting the Counselor for Students with Disabilities, located in the Classroom Building, C-117.

The services are designed to provide students with disabling conditions the accommodations which will allow them to participate fully at the College.

Reasonable accommodations available to students are individualized by need. Possible accommodations may include, but are not limited to, tape recorders or notetakers for class lectures, taped textbooks and alternate test taking. Peer tutoring in all academic subjects is also available.

A brochure is available upon request.

Outreach and Support Services

The College has Outreach and Support Services providing information and direction to anyone interested in obtaining personal guidance regarding college and career opportunities. Outreach provides a "helping hand" through the exploration of individual potential, career changes, taking a class, and earning a degree.

The Outreach Office is located in the Classroom Building, C-209G. Appointments are available throughout the year.

The Outreach and Support Representative is also available for informational presentations to classes, clubs, and other community and organizations.

PACE/JOBS

The PACE/JOBS program was developed from a pilot program in 1988 to provide support services to public assistance recipients who are pursuing a vocational college degree or certificate at the College. The goal is to prepare students for employment through education and training resulting in economic self-sufficiency. This is a social services JOBS program funded by Fulton and Montgomery Counties. Services include:

- | | |
|------------------------------|-----------------------------|
| — Comprehensive Assessment | — College Placement Testing |
| — Admissions/Financial Aid | — Remediation |
| — Academic Advisement | — Case Management |
| — Personal Career Counseling | — Professional Career Prep. |
| — Job Search Planning | — Job Placement/Retention |

The PACE/JOBS office is located in the lower level of the College Union Building.

Parking Permits

All vehicles parked on campus must be registered with the Superintendent of Buildings & Grounds. Parking stickers and a copy of the parking regulations will be issued at the time of

registering with the Superintendent of Buildings & Grounds. Parking stickers must be displayed in the proper location on the vehicle.

Peer Tutoring Services

Fulton-Montgomery Community College offers a tutoring program designed to assist students to succeed in their courses. The Learning Center consisting of a Mathematics Lab, an Accounting Lab and a Writing Workshop, offers peer and professional tutoring services at scheduled hours every day. Peer tutoring in all other academic areas is available upon request. Students in need of tutoring should contact the Learning Center Coordinator in the Learning Center, located on the second floor of the Educational Resources Building, L-203-201.

Transfer Articulation Agreements

Fulton-Montgomery Community College has entered into Formal Transfer Agreements with a number of SUNY and non-SUNY institutions, including:

SUNY Institutions

Albany
Binghamton, School of Nursing
Binghamton, Watson School of Engineering
Brockport
Empire State College
Health Science Center at Syracuse
(College of Health Related Professions)
Institute of Technology at Utica/Rome
Oneonta
Oswego
Plattsburgh
Potsdam
Environmental Science & Forestry

Non-SUNY Institutions

Albany College of Pharmacy
American University
Clarkson
College of St. Rose (Albany, New York)
Cornell, College of Agriculture & Life Services
D'Youville College, Division of Education
Hartwick College (Oneonta, New York)
New York University
Rochester Institute of Technology
The Sage Colleges
Saint John's University (Jamaica, New York)
Syracuse University
Trinity College (Burlington, Vermont)
Union College (Schenectady, New York)
Utica College
Western New England College

For the specific programs included in the transfer agreements, contact the Director of Career Planning. Note that changes will occur as updates and new agreements are created.

Transportation

The College provides van service as a convenience for those students who do not have transportation. The College has scheduled morning and afternoon transportation in passenger vans to the campus from central points in Amsterdam, Gloversville, and Johnstown during the day in the fall and spring semesters.

Fulmont College Association Services

The Fulmont College Association is a not-for-profit corporation established to operate and manage the Bookstore and the Food Service operation, and, in essence, to act as a holding organization for monies generated by the student activity fee. The College may not hold nor manage such monies.

Bookstore

The College Bookstore, located on the lower level of the College Union, is operated by the Fulmont College Association as a service to the student body, faculty, and staff. It provides required tools of education and offers for sale items related to educational programs. As an adjunct to this service, the store also offers many non-academic items. Earnings are placed in a fund for operational expenses. Excess funds are used by the Fulmont College Association for the benefit of the College community.

Hours are: Monday — Friday, 8:30 a.m. — 4:00 p.m.
Saturday, 7:30 a.m. — 3:00 p.m.

Food Service

All Seasons Services, Inc., an independent food service contractor, operates the cafeteria in the College Union, offering meals to students, faculty, staff, and guests at reasonable prices. Menus include breakfast dishes, hot entrees, sandwiches, salads, soups, desserts, and beverages. Small dining rooms and catering services are available for luncheons and conferences arranged through the Director. Hours are 7:30 a.m. — 3:00 p.m. Monday — Friday.

Also available through All Seasons are a variety of vending machines, located in the lower level of the Classroom Building. They are stocked daily with fresh salads, sandwiches, and other refreshments.

Registration and Records

Advisement and Early Registration

With the assistance of a staff of advisors, each student is individually responsible for selecting their courses and programs.

In order to assist in their individualization, students are allowed one or more sessions with the advisor curriculum adviser who assist in the selection of any semester and are held during session prior to the beginning of classes. This affords the student an opportunity to sit with one of the College's academic advisors, who will help the student evaluate educational goals, areas of interest, abilities, and course offerings. Although self-guided advisement is possible, since the student's first semester courses are pre-registered with an advisor. In addition to advisement, the College has available counseling and testing services to help students deal with vocational, social, or emotional difficulties.

A \$40.00 deposit (not refundable) is taken from all students prior to a departure in advising registration.

When a student has paid the \$40.00 and completed the pre-registration process, that student is considered registered for the semester and is not responsible for payment of tuition and fees for the semester.

Students who pre-register and at a later date decide not to attend are responsible for the withdrawal procedures as outlined in the "Withdrawal from the College" section. Students who pre-register and do not attend classes are liable for all tuition and fees charged unless they withdraw during the seven-day session withdrawal period.

Students are urged to read and understand the "Tuition and Fees" and "Withdrawal from the College" section of this catalog once they have pre-registered for study.

Course Load Advisement

The normal full-time course load for a student is 12-15 semester hours including physical education. A student who wishes to carry more than the normal load must have approval from an advisor and the Vice President. Such approval will be given only to those students who have demonstrated superior ability in all college work and have legitimate reasons for carrying the extra load. In addition, when a student going into the last semester needs more credit, an additional course in order to meet graduation requirements, permission may be granted by the Vice President.

Course and Curriculum Changes

New courses may be added to a student's schedule ONLY during the first week of classes. Consult the Tuition and Fee Schedule for the processing fee.

A student can **WITHDRAW** without penalty from a course during the first two-thirds of a term. A "W" grade is assigned to indicate the withdrawal. See calendar for exact dates for each term. In all cases of **ADD/DROP** or **WITHDRAWAL** from a course, a change of program form must be completed by the student, approved by an Advisor and signed by the Instructor in the course. Completed forms must be turned in to the Registrar's office on time for completion.

CURRICULUM changes should be made in consultation with an Advisor and a completed form turned in to the Registrar.

Withdrawal from College

Students who have made a final decision to leave the College, for any reason other than graduation, must complete the student withdrawal procedure. They must report to C-209, the Counseling Center, complete the Withdrawal Form, and make sure their obligations to the College have been fulfilled.

Students who fail to complete the withdrawal procedure may have holds placed on their records and transcripts.

Definition of Grading System Grade Points

A	Superior Achievement	4	IP	Course in Progress	*
B	Above Average Achievement	3	S	Satisfactory	*
C	Average Achievement	2	U	Unsatisfactory	*
D	Minimal Passing	1	AU	Audit	*
F	Below Minimal Passing	0	N	Non-Attendance	*
W	Withdrawal	*		(Mid Semester Grade Only)	*
I	Incomplete	*	NE	No Evaluation Has Been Made At this Time (Mid Semester Grade Only)	*

*Special Grades. No grade points assigned. Not computed in cumulative grade point average.

Dean's List

In recognition of superior achievement, students who attain a minimum grade point average of 3.20 in any one semester and meet the criteria set forth in the Academic Regulations will be placed on the Dean's List.

Audit Policy

Students upon approval and completion of the Audit Option Form may use the option of taking courses for an audit grade. Any student who completes a course by auditing will receive the grade AU on his/her record in place of credit grades. He/she may not receive credit for an audited course unless he/she re-registers for the course and receives a passing grade.

Students who register in a course for audit are expected to have the necessary prerequisites. In this respect, students are encouraged to make full use of the College's counseling services, but the ultimate decision whether to enroll for audit shall be the student's responsibility. This decision is an irrevocable one.

Full-time students may audit courses with no additional charge.

For part-time students the regular tuition schedule applies. New York State residents who are 60 years of age or older may audit courses without charge on a space available basis.

Academic Status

The effect of the College open-admission policy is that an eligible student may enroll as often and for as long as that student wishes. While the policy encourages persistence and perseverance toward academic goals, it is no guarantee against poor performance. There is no formal academic probation. Nor is academic performance grounds for dismissal. However,

those students whose grades are low (below 2.0) on a scale of 0 to 4.00 are strongly encouraged to consult with an academic advisor to review their course selections and their commitment to academic programs.

Academic Regulations

The College has full sets of academic regulations available for review at the circulation desk in the Educational Resources Building and in the Office of the College.

The ultimate responsibility for fulfilling graduation requirements rests with the individual student. Students should regularly review their academic programs with their advisors to make certain that requirements for their degrees are being met.

Certification

Many agencies require that a student's enrollment, credit hours, and graduation be certified. The College will certify such information for the student to the following: United States Agency for Social Security, Selective Service, Division of Human Agencies, Veterans for employment purposes, and the Veterans Administration. Certification for Veterans also involves making any changes in course loads and notifying the VA of such changes. Students notified in the VA will receive a new identification card, receive awards and answering questions for the veterans concerning benefits, income, avoidance and re-entry status.

Forms and Bulletin

The Registrar's Office provides forms and materials for students. The registration forms include: of curriculum, transfer schedules, procedure bulletin, schedules. This manual and the forms in compliance with New York State regulations are available in the Registrar's Office. For transfer purposes, students often require a letter of enrollment, transfer, and a letter of enrollment. The Registrar's Office will help with these requirements.

Records and Transcripts

The academic record of each student is maintained by the Registrar's Office. The record includes: in this file is the transcript, which reflects all course work taken. Students should check their academic records to be sure they are accurate. The individual student's record will include: that records reflect any changes in name, address, social security number, or other personal information. The Registrar's Office provides copies of transcripts and mail to the students. A copy of the record of the Registrar's Office and transcripts of colleges and prospective employers. See the Registrar's Office for more information. The Registrar's Office will send the Registrar's Office. Copies of the record of the Registrar's Office.

Required Immunization Against Measles, Mumps, and Rubella

N.Y.S. law C.A.S. requires all students attending college in the state to provide documentation of a health practitioner or immunization against measles, mumps, and rubella. ALL STUDENTS registered for 6 or more credits must comply.

The only exemptions from this requirement are for:

- a. Those with documentation they were born after 1971.

January 1, 1972.

OR

- b. Those with physician's documentation that specific immunizations would pose a health hazard. Immunization may be completed for those with a health hazard.

OR

- c. Those with specific documentation that such immunization is contrary to their sincere and genuine beliefs of their religion.

All students registering for 6 or more credits must submit at the time of their registration or within four (4) weeks of the beginning of classes the required immunization documentation from a health practitioner OR documentation of an exemption. Those NOT providing an exemption must document the following:

For MEASLES:

two doses of measles vaccine both given after 1967 and the 1st dose given on or after the 1st birthday, OR physician documented history of disease, OR serologic evidence of immunity.

AND

For RUBELLA:

One dose of rubella vaccine on or after the 1st birthday, OR serologic evidence of immunity.

AND

For MUMPS:

one dose of mumps vaccine on or after the 1st birthday, OR physician documented history of disease, OR serologic evidence of immunity.

Students not complying with this law WILL be withdrawn from all courses. Refunds will not be issued for withdrawals after the College's normal refund period.

Immunization records will be stored as part of each student's file in the Registrar's Office. The same fee charged for an academic transcript will be charged for an immunization transfer record.

Information on suspected and/or confirmed cases must be immediately reported to the Dean of Student and Community Services who will report them to the Public Health Offices in Fulton and Montgomery counties. In case of an outbreak of these diseases, students not immunized for any reason may be excluded from the campus.

Attrition/Retention Data

Of the 388 first-time, full-time students who entered Fulton-Montgomery Community College in the Fall of 1990, 105 had formally finished a program of study prior to the Fall of 1992. Of the remainder, 21 were enrolled in the College during the Fall, 1993 semester, while 84 had transferred prior to receiving a formal award.

Student Government Association

The Student Government Association (SGA) represents the student body in identifying social, academic, and cultural needs in the College community, and in suggesting ways to meet those needs. SGA, through the student activity fee, sponsors the Student Activities Board, the Fulton-Montgomery Athletic Association, and numerous other clubs and organizations.

Participation in SGA is possible as an elected officer, as a student member of a committee, or as a member of an SGA Club or organization. Student membership is open to all students. For additional information, visit the SGA Office located on the lower level of the College Union Building.

The Student Government Association and many of its club and organizations conduct their meeting and/or hold their activities during the College common hours; these are times when no classes are conducted. Common hours are Monday 11am - 1pm, Wednesday 1-2pm and Thursday noon-1pm.

Clubs and Organizations

The Student Government Association sponsors a number of clubs and organizations. New clubs are founded each year as student interest dictates. Current clubs include:

ACES — Adult Continuing Education
Students
Business Students Association
Circle K
Computer Club
Criminal Justice Club
Drama Guild
Electrical Technology Club
Engineering Science Club
Epicurean Club
Fulton-Montgomery Athletic Association
(FMAA)

Fulton-Montgomery Scholastic Association
(Phi Theta Kappa)
Graphic Arts Club
Human Services Club
International Student Club
Natural Resources Club
Ski Club
Students Activities Board (SAB)
Student Art Guild
Student Nurses Association
Students in Free Enterprise (SIFE)

Who's Who Among Students in American Junior Colleges

This national academic honor society has furthered the aims of higher education by recognizing individual academic excellence and leadership on a national level. Students selected for such honors must have a grade point average of 3.0 with a minimum of 24 credit hours earned and be nominated in writing by a member of the professional staff. Nominations are made in the fall semester and must be accepted by the nominee. Criteria for nominations are established by the Student Life Committee.

Phi Theta Kappa

Alpha Alpha Upsilon, the local chapter of the international academic honor society Phi Theta Kappa, was chartered in 1975. The hallmarks of the society are scholarship, leadership, fellowship, and service. Eligibility for membership is based on all academic work completed at the College under the following criteria: 15 or more credits complete with a GPA of at least 3.50. Students who meet these qualifications are notified by letter of their eligibility and the procedures necessary for membership. Phi Theta Kappa is the only such organization recognized by the American Association of Junior Colleges.

Fulton-Montgomery Athletic Association

The athletic program at Fulton-Montgomery Community College offers opportunities for the athletically-inclined student. All full-time students, as defined by college and league rules, are eligible for participation in varsity athletics.

The College is a member of the National Junior College Athletic Association and its Region III (upstate New York) area. On a local scale, the College is also a member of the Mountain Valley Collegiate Conference which consists of nine colleges in this immediate geographic area.

Intercollegiate or varsity sports offerings include: men's and women's soccer, women's volleyball, men's basketball, men's and women's bowling, women's softball, and men's fall and spring baseball.

The intramural sports program provides all students an opportunity to participate in seasonal team sports.

Student Activities Board

The Student Activities Board is a group of student volunteers who choose, schedule, and carry out activities including educational, social, cultural and recreational programs for the college community. The diverse needs of the student body are met by a variety of activities and functions.

The College is a member of the National Association for Campus Activities.

CONTINUING EDUCATION AND COMMUNITY SERVICES

In keeping with the College's mission to maximize the quality of life in Fulton-Montgomery Counties, a variety of options and services for individuals interested in personal growth, professional advancement and cultural enrichment are offered. These programs are designed to meet at customer convenient dates, times and locations within the two county region.

Community Relations

Fulton-Montgomery is also a community college in the sense that its facilities and services are available to the residents of the local area for their recreational and non-profit business use. The College Union Office assists community service and non-profit groups in the scheduling of College facilities and the planning of non-college events throughout the year.

Living Independently for Tomorrow (LIFT)

LIFT is a Displaced Homemakers Program offered in cooperation with the Schenectady Community action Program, provides individuals a training period to assess their skills and interest, learn about the educational and training opportunities available in this community, and brush up skills or develop new ones. LIFT is also a time for individuals to sort out their problems, set their goals, and grow in confidence and a time to help the displaced homemaker to become an independent and self-sufficient person ready to go to work.

Non-Credit Courses

Fulton-Montgomery Community College offers a selection of non-credit programs. Courses, workshops and seminars are available on a year-round basis to those wishing to increase their personal and professional skills and knowledge. Offerings include preparation for licensing and certification, computer literacy and programs in the general studies areas. Cooperative programs with community agencies are also available.

Publicity concerning these non-credit courses is released periodically throughout the year; inquiries are welcomed at the Office of Continuing Education.

The cost of non-credit courses varies according to the hours of instruction. Courses are generally offered on campus, although some off-campus sites are used.

On-Site Training for Business and Industry

The Continuing Education's Business Development Center staff works with Business and Industry in designing and delivering customized training programs. These programs are developed in concert with individual or groups of businesses to meet their special needs. The basic goal of the Business and Industry Training Center is to aid local business and industry in maintaining their competitive edge in a constantly changing marketplace. Contact the Continuing Education-Business and Industry Training Center for information.

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COURSES OF STUDY AND CAREER PATHS

Fulton-Montgomery Community College's career, transfer, and one-plus-one programs offer students the opportunity either to complete studies for many careers or to initiate college studies to enter various professions and career fields.

The following list represents some of the frequently chosen career fields and the corresponding Fulton-Montgomery Community College program of study title.

For a Career In

Accounting
Advertising
Anthropology
Architecture
Art
Astronomy
Automotive
Banking
Biochemistry
Bioengineering
Biological Technology
Biology
Botany
Broadcasting
Business Administration
Business Education

Ceramics Engineering
Chemical Engineering
Chemical Technology
Chemistry
Civil Engineering
Clerk-Typist
Communications
Computer Engineering
Computer Information Systems
Computer Science
Construction
Counseling
Crafts Management
Criminal Justice
Data Processing
Dentistry
Diet Technology
Drama
Early Childhood
Earth Science
Ecology
Economics
Education
Electrical Engineering
Electrical Technology
Electronics Engineering
Electronics Technology
Elementary Education
Engineering
English
Environmental Science
Family Counseling
Film
Finance
Fine Arts
Floriculture
Food Quality Control
Food Service
Foreign Languages
Forestry
Genetics
Geology
Gerontology

See FMCC Program In

Accounting (A.A.S.)
Business Administration (A.A.S.)
Science (A.S.) or Social Science (A.A.)
Engineering Science or Science (A.S.)
Fine Arts (A.A.)
Science (A.S.)
Automotive Technology (A.A.S.) or Automotive Mechanics
Business Administration (A.A.S.)
Science (A.S.)
Engineering Science (A.S.)
Biological Technology
Science (A.S.)
Science (A.S.)
Humanities or General Studies (A.A.)
Business Administration (A.S. or A.A.S.)
Business Administration (A.S. or A.A.S.), Accounting (A.A.S.), Office Technology (A.A.S.) or Computer Information Systems (A.A.S.)
Engineering Science (A.S.)
Engineering Science (A.S.)
Chemical Technology
Science (A.S.)
Engineering Science (A.S.)
Office Technology, Clerical
Humanities or General Studies (A.A.)
Engineering Science (A.S.)
Computer Information Systems (A.A.S.)
Computer Science (A.S.)
Construction Technology (A.A.S.)
Social Sciences (A.A.) or Human Services (A.A.S.)
Crafts Management (A.A.S.)
Criminal Justice (A.A.S.) or certificate
Computer Information Systems (A.A.S.)
Science (A.S.)
Food Services Administration (A.A.S.)
Humanities or General Studies (A.A.)
Early Childhood (A.A.S.) or General Studies, Humanities, Social Science (A.A.)
Science (A.S.)
Science (A.S.)
Business Administration (A.S.)
General Studies, Humanities, Social Science (A.A.), or Math, Science (A.S.)
Engineering Science (A.S.)
Electrical Technology (A.A.S.)
Engineering Science (A.S.)
Electrical Technology (A.A.S.)
General Studies, Humanities, Social Science (A.A.) or Math, Science (A.S.)
Engineering Science
Humanities, or General Studies (A.A.)
Science (A.S.)
Social Sciences (A.A.) or Human Services (A.A.S.)
Humanities, or General Studies (A.A.)
Business Administration (A.S. or A.A.S.)
Humanities or General Studies (A.A.)
Floriculture
Science Laboratory Technology
Food Service Administration
Humanities (A.A.)
Science (A.S.) or Forestry Technology
Science (A.S.)
Science (A.S.)
Social Science (A.A.) or Human Services (A.A.S.)

Government	Social Science or General Studies (A.A.)
Graphic Arts	Visual Communications Technology (A.A.S.)
Health	Nursing (A.A.S.), General Education (A.A.) Health, Physical Education, and Recreation Studies (A.S.), Public Health Technology or Medical Laboratory Technology
History	Social Science or General Studies (A.A.)
Human Services	Human Services (A.A.S.) or Certificate
Immunology	Science (A.S.)
Industrial Technology	Industrial Technology
Information Science	Computer Information Systems (A.A.S.)
Insurance	Business Administration (A.S. or A.A.S.)
International Studies	Social Sciences (A.A.)
Journalism	Humanities or General Studies (A.A.)
Law	Humanities, Social Science or General Studies (A.A.)
Law Enforcement	Criminal Justice (A.A.S.)
Library Service	Humanities, Social Science or General Studies (A.A.)
Management	Business Administration (A.S.)
Marine Biology	Science (A.S.)
Marketing	Business Administration (A.S. or A.A.S.)
Mass Media/Communications	Humanities or General Studies (A.A.)
Material Science	Science or Engineering Science (A.S.)
Mathematics	Math (A.S.)
Mathematics Education	Math (A.S.)
Mechanical Engineering	Engineering Science (A.S.)
Medical Information Processing	Medical Information Processing
Medical Laboratory Technology	Medical Laboratory Technology
Medicine	Science (A.S.)
Mental Health	Social Science (A.A.) or Human Services (A.A.S.)
Meteorology	Science (A.S.)
Microbiology	Science (A.S.)
Mortuary Science	Mortuary Science
Music	Humanities or General Studies (A.A.)
Natural Resource	Natural Resources Conservation (A.A.S.), Science (A.S.)
Nursery Education	Early Childhood (A.A.S.) or General Studies, Humanities, Social Science (A.A.)
Nursing	Nursing
Nutrition	Science (A.S.)
Oceanology	Science (A.S.)
Office Administration	Office Technology (A.A.S.) or Certificate
Pathology	Science (A.S.) or Medical Laboratory Technology
Personnel	Business Administration (A.S.) or Humanities, Social Science (A.A.)
Pharmacy	Science (A.S.)
Philosophy	Humanities or General Studies (A.A.)
Physical Education	Health, Physical Education, and Recreation Studies (A.S.)
Physical Therapy	Science (A.S.)
Physics	Science or Engineering Science (A.S.)
Political Science	Social Science or General Studies (A.A.)
Printing Technology	Visual Communications (A.A.S.)
Psychology	Social Science or General Studies (A.A.)
Public Administration	Social Science or General Studies (A.A.)
Quantity Food Production	Quantity Food Production
Radio Broadcasting	Humanities or General Studies (A.A.)
Recreation	Health, Physical Education, and Recreation Studies (A.S.)
Restaurant Management	Food Service Administration (A.A.S.)
Retailing	Business Administration (A.A.S. or A.S.)
Robotics	Electrical Technology (A.A.S.)
Sales	Business Administration (A.A.S. or A.S.)
Science Education	Science (A.S.)
Science Laboratory	Science Laboratory Technology
Secondary Education	Humanities, Social Science, General Studies (A.A.) or Math, Science A.S.)
Secretarial	Office Technology (A.A.S.) or Certificate
Social Worker	Human Services (A.A.S.) or Social Science (A.A.)
Sociology	Social Science or General Studies (A.A.)
Special Education	General Studies, Humanities or Social Sciences (A.A.)
Speech	General Studies or Humanities (A.A.)
Statistics	Math (A.S.)
Substance Abuse Counseling	Human Services (A.A.S.) or Social Science (A.A.)
Television Broadcasting	Humanities or General Studies (A.A.)
Theater	Humanities or General Studies (A.A.)
Urban Studies	Social Sciences or General Studies (A.A.)
Veterinary Medicine	Science (A.S.)
Video Production	Humanities or General Studies (A.A.)
Water/Waste Mgt Conservation	Natural Resource Conservation
Word Processing	Office Technology (A.A.S.) or Word Processing Operator
Wildlife Biology	Science (A.S.)
Zoology	Science (A.S.)

ACADEMIC PROGRAMS BY DEGREE/CERTIFICATE AWARDED

Fulton-Montgomery Community College's programs include: Liberal Arts, Career, One Year plus One Year, and Certificate. These programs are listed here along with the Higher Education General Information Survey (HEGIS) classification and the State University of New York Application Processing Center's (APC) codes. Enrollment in other than registered or otherwise approved programs may jeopardize a student's eligibility for certain student aid awards.

FULTON-MONTGOMERY COMMUNITY COLLEGE

A.A. DEGREE PROGRAMS

Liberal Arts & Sciences: General Studies
Liberal Arts & Sciences: Humanities
Liberal Arts & Sciences: Social Sciences
Fine Arts

DEGREE

A.A.
A.A.
A.A.
A.A.

HEGIS
0765

APC
77

HEGIS
5649.00
5649.00
5649.00
5610.00

APC
0250
0201
0212
0664

A.S. DEGREE PROGRAM

Business: Business Administration
Computer Science
Engineering Science
Liberal Arts & Sciences: Mathematics
Liberal Arts & Sciences: Mathematics/Science
Liberal Arts & Sciences: Science
Health, Physical Education & Recreation Studies

A.S.
A.S.
A.S.
A.S.
A.S.
A.S.
A.S.

5004.00
5101.00
5609.00
5617.00
5649.00
5649.00
5299.30

0671
0532
0530
0221
0645
0220
1130

A.A.S. DEGREE PROGRAM - TECHNOLOGIES

Automotive Technology
Construction Technology
Electrical Technology
Natural Resources Conservation
Visual Communications Technology: Graphic Arts Printing

A.A.S.
A.A.S.
A.A.S.
A.A.S.
A.A.S.

5306.00
5317.00
5310.00
5499.00
5012.00

0525
0540
0555
0617
0677

A.A.S. DEGREE PROGRAM - BUSINESS

Business: Accounting
Business: Business Administration
Computer Information Systems
Office Technology: Administrative
Office Technology: Word/Information Processing

A.A.S.
A.A.S.
A.A.S.
A.A.S.
A.A.S.

5002.00
5004.00
5103.00
5005.00
5005.00

0630
0632
0581
5005
0694

A.A.S. DEGREE PROGRAM - PUBLIC AFFAIRS AND SERVICES

Crafts Management
Criminal Justice
Early Childhood
Food Service Administration
Human Services
Undergraduate Nursing

A.A.S.
A.A.S.
A.A.S.
A.A.S.
A.A.S.
A.A.S.

5012.00
5505.00
5503.00
5404.00
5501.00
5208.10

0417
0640
0605
0570
0604
0622

A.O.S. DEGREE PROGRAMS

Individual Studies

A.O.S.

5699.00

0688

1-YEAR, PLUS 1-YEAR PROGRAMS

FMCC + Canton College of Technology - Degree awarded by Canton College of Technology

Industrial Technology
Mortuary Science
Science Laboratory Technology: Biology
Science Laboratory Technology: Milk and Food Quality Control

A.A.S.
A.A.S.
A.A.S.
A.A.S.

5312.00
5599.00
5407.00
5407.00

0583
0599
0584
0584

FMCC + Cobleskill College of Technology - Degree awarded by Cobleskill College of Technology

Biological Technology
Chemical Technology
Floriculture
Public Health Technology: Environmental Health
Science Laboratory Technology: Histotechnology

A.A.S.
A.A.S.
A.A.S.
A.A.S.
A.A.S.

5407.00
5305.00
5402.00
5408.00
5205.00

0614
0535
0643
0624
0600

FMCC + College of Environmental Science & Forestry - Degree awarded by College of Environmental Science & Forestry

Forest Technology

A.A.S.

5403.00

0620

CERTIFICATE PROGRAMS (One Year)

Automotive Mechanics
Criminal Justice
Desktop Publishing: Digital Typesetting
Early Childhood
General Education
Human Services
Individual Studies
Medical Information Processing
Office Technology: Clerical
Office Technology: Word/Information Processing
Quantity Food Production
Secretarial Studies

Certificate
Certificate
Certificate
Certificate
Certificate
Certificate
Certificate
Certificate
Certificate
Certificate
Certificate
Certificate

5306.00
5505.00
5008.00
5503.00
5699.00
5501.00
5699.00
5214.00
5005.00
5005.00
5404.00
5005.00

0926
0047
1094
0968
0985
0949
0987
0045
0935
0996
0044
0927

COMMUNITY ADVISORY COMMITTEES

FULTON-MONTGOMERY-HAMILTON REGIONAL OCCUPATIONAL ADVISORY COUNCIL

John Brockway, UMCE, Social Center (Kenilworth), Fultonville, NY
Barbara Brooks, NYS Job Service, Gloversville, NY
Benjamin Cuffy, Electrical Workers Union, Gloversville, NY
Thomas Giffen, NYSD, Amsterdam, NY
Karl Gustafson, Montgomery County Chamber of Commerce, Amsterdam, NY
Harold J. Nott, IBM, 3105 College Rd. (off of Overlook), NY
Pauline O'Brien, Private Industry Council, Amsterdam, NY
Annie Schabus, Citizen's Union, Johnstown, NY

AUTOMOTIVE TECHNOLOGY ADVISORY COMMITTEE

Paul Bunn, VW Rental, A/S, Incorporated, Johnstown, NY
Richard C. Carleton, N.Y. Title, Johnstown, NY
Chuck Edwards, General Auto Sales, Amsterdam, NY
Alex Mayer, Murray's Car Wash, Amsterdam, NY
Robert Mitchell, Ramsey Garage, Rye Brook, NY

BUSINESS ADVISORY COMMITTEE

Glen Bostrom, VHS, 275 Madison Building, Buffalo, Amsterdam, NY
Edward Brown, Executive, Knight Marketing Corporation, Johnstown, NY
Bernie Gorman, Regional Sales, Xerox Sales Service, Johnstown, NY
John Kane, Sw. Ins. Co., Albany, NY
Edward McLean, Principal Account Clerk, U.S. Service Director, NYS Department of Labor, Albany, NY
Larry Sheerer, CFS, Managing Partner, Land & Farm Management, Gowanus, NY
Thomas Wozniak, 2400 West 11th Street, Detroit, Mich. & Albany, Mich., NY

CONSTRUCTION TECHNOLOGY ADVISORY COMMITTEE

Edward A. Berman, Jr., Senior City Engineer, Johnstown, NY
Gordon Dixon, Director, Construction Division, Albany, NY
George Driscoll, Johnstown, NY
Walter Miller, Walter Miller Construction Contractors Incorporated, Albany, NY
Donald Simon, Simon Construction, Lenoir, NY
Larry Smith, 2400 West 11th Street, Detroit, Mich. & Albany, Mich., NY
Richard Smoller, R. Smoller and Sons, Lenoir, NY
William Weaver, Gloversville, NY
James Warkentin, Hudson, NY

CRIMINAL JUSTICE ADVISORY COMMITTEE

James Cook, Chief, Johnstown Police Dept, Johnstown, NY
Ronald Emery, Sheriff, Montgomery County Sheriff's Department, Fonda, NY
William Lair, Chief, Gloversville Police Department, Gloversville, NY
Kevin Snell, Chief, St. Johnsville Police Department, St. Johnsville, NY
R.D. Trzaskos, Chief, Amsterdam Police Department, Amsterdam, NY
Robert Wandel, Sheriff, Fulton County Sheriff's Department, Johnstown, NY
Harold Wilday, Chief, Fort Plain Police Department, Fort Plain, NY
James E. Zink, Lieutenant, New York State Police (Retired), Johnstown, NY

EARLY CHILDHOOD EDUCATION PROGRAM ADVISORY COMMITTEE

Maurice Farhart, Director, Fulmont Head Start, Amsterdam, NY
Patricia Fountain, Program Director, Busy Bee Day Care Center, Amsterdam, NY
Donna L. Houlihan, Project Director, Fulmont Development Facility, Incorporated, Fonda, NY
Bert Longbotham, Principal and Pre-K Director, Warren Street School, Johnstown, NY
Roger Rooney, Principal, Kingsboro Elementary School, Gloversville, NY
Susan Schaffer, Program Director, Room to Grow Day Care, Gloversville, NY
Ryan Anderson Young, Director/Teacher, Happy Clown Nursery School, Fort Plain, NY

ELECTRICAL TECHNOLOGY ADVISORY COMMITTEE

James Carney, Niagara Mohawk Power Corporation, Gloversville, NY
Thomas Dingman, Assistant Professor, Rochester Institute of Technology, Rochester, NY
William Hunt, Citizens Telecom, Johnstown, NY
Joseph Ianotti, Electro-Metrics Corp., Amsterdam, NY
Robert Reu, UNI Distribution, Gloversville, NY
Jeremy Spraggs, Spalding Evenflo Incorporated, Gloversville, NY
Francis Wojciechowski, Production Manager, UNI Distribution, Gloversville, NY

FINE ARTS ADVISORY COMMITTEE

Bonnie Cook, Art Department, Amsterdam High School, Amsterdam, NY
Karene Faul, Chair, Art Department, College of St. Rose, Albany, NY
Roger Rooney, Principal, Kingsborough School, Gloversville, NY
Mary Beth Vought, Director, Schoharie County Art Council, Cobleskill, NY
Sean Webster, Director, Vine Street Gallery, Gloversville, NY
Kathryn Zayicek, Art Department, Johnstown High School, Johnstown, NY

FOOD SERVICE ADMINISTRATION ADVISORY COMMITTEE

Robert Dixon, President, North Country Chef's Association
Brian Hanaburgh, Mc Donald's Corporation, Johnstown, NY
Joseph Pepe, Pepe's Restaurant, Amsterdam, NY
Elaine Pickard, Home Economist, Niagara Mohawk Power Corporation, (Retired), Gloversville, NY

FOOD SERVICE ADMINISTRATION ADVISORY COMMITTEE (Continued)

Walter Porath, Owner, Raindancer Steak Parlour, Amsterdam, NY

James Subik, Saltsman's Hotel, Fort Plain, NY

Katherine Williams, Diet Technician, Mt. Loretto Nursing Home, Amsterdam, NY

HEALTH, PHYSICAL EDUCATION & RECREATION STUDIES ADVISORY COMMITTEE

Robin Blowers, Broadalbin-Perth Central School, Broadalbin, NY

Ann Campos, Johnstown High School, Johnstown, NY

Jack Dunlap, Johnstown High School, Johnstown, NY

James Meehan, Chiropractor, Amsterdam, NY

Jane Moren, Women's Health Center, Amsterdam, NY

Tom Parillo, W. H. Lynch Middle School, Amsterdam, NY

Patty Prime, Oasis Family Fitness Club, Fonda, NY

Jack Sanford, Mayfield Elementary School, Mayfield, NY

Steven Serge, Executive Director, The Fulton County YMCA, Johnstown, NY

HUMAN SERVICE ADVISORY COMMITTEE

Marion Balch, Director of Vocational Rehabilitation Services, Lexington Center, Johnstown, NY

Eileen Brink, Director, Tri-County Alcohol Council, Gloversville, NY

Frank Capone, Executive Director, Liberty Enterprises, Amsterdam, NY

Harith Flagg, Director, Tryon Boys School, Johnstown, NY

Jeanne Johannas, Commissioner, Fulton County Department of Social Services, Johnstown, NY

Ron Kilmer, Director of Family Services, Nathan Littauer Hospital, Gloversville, NY

Kathy Leitch, Director, Fulton Co. Office of the Aging, Johnstown, NY

Judith Maier, Commissioner, Schoharie County Department of Social Services, Schoharie, NY

Reinaldo Medina, Assistant Deputy Superintendent, Hale Creek Facility, Johnstown, NY

Hal Miller, Director, Tryon Girls Secure Center, Johnstown, NY

Ladan Munoz, Director, Centro Civico, Amsterdam, NY

John Nasso, Director, Catholic Family and Community Services, Johnstown, NY

Robert Reidy, Commissioner, Montgomery County Department of Social Services, Fonda, NY

Lorraine Suliveres, Director, Montgomery County Office of the Aging, Amsterdam, NY

NATURAL RESOURCES CONSERVATION ADVISORY COMMITTEE

Robert Ambrosino, Fulton County District Soils Technician, Johnstown, NY

Bub Barra, Volunteer Program, USDA/SCS Conservationist Service, Lake Pleasant, NY

Mark Brown, Regional Wildlife Biologist, Warrensburg, NY

John English, Associate Forester, NYS Department of Conservation, Northville, NY

Vincent Forgione, General Manager, Waste Management of Eastern NY, Amsterdam, NY

Gary Frederick, Fulton County Tax Map Department, Johnstown, NY

Ed Gardephe, Senior Wildlife Biologist, Cadyville, NY

Arthur Ginter, Mayfield, NY

NATURAL RESOURCES CONSERVATION ADVISORY COMMITTEE (Continued)

Cliff Hand, USDA/SCS Fulton County, Johnstown, NY
Larry Johnson, Conservation Officer, NYS ENCON, Canada Lake, NY
Val Krawiecki, USDA Soil Conservation Service, Johnstown, NY
Tim Preddice, Toxic Substances Biologist, Gloversville, NY
Robert Schnebel, Johnstown, NY
Ward Stone, NYS/DEC, Delmar, NY

NURSING ADVISORY COMMITTEE

Peg Casey, Director, Staff Development, Little Falls Hospital, Little Falls, NY 13365
Virginia Collins-Bullock, Head Nurse, St. Mary's Comprehensive Mental Health Unit, Amsterdam, NY
Judy Gisondi, Director, Nursing Education, Vo-Tec Center, Johnstown, NY
Regina Guiney, Director of Nursing, Little Falls Hospital, Little Falls, NY
Jeannette Haskin, RN, Director of Nursing, St. Mary's Hospital, Amsterdam, NY
Paula Knoll, Director of Nursing, Fulton Co. Infirmary, Gloversville, NY
Diane Mongin, Vice-President, Nursing, Amsterdam Memorial Hospital, Amsterdam, NY
Regina Mulligan, Director of Nursing, Nathan Littauer Hospital, Gloversville, NY
Sharon Obie, Director of Nursing, Montgomery Co. Infirmary, Amsterdam, NY
Diane Richter, Director of Education, Bellevue Hospital, Schenectady, NY
Rosemary Riley, Director of Nursing, St. Clare's Hospital, Schenectady, NY
Sandra Robinson, Director, Nursing Education, Ellis Hospital, Schenectady, NY
Regina Scrocco, Director of Public Health, Fulton County Infirmary, Gloversville, NY
Joan Wnek, Director Staff Development, St. Mary's Hospital, Amsterdam, NY
Sadra Zarecki, Director of Nursing Education, Amsterdam Memorial Hospital, Amsterdam, NY

SCIENCE AND ENGINEERING SCIENCE ADVISORY COMMITTEE

Terry Bolibaugh, Director of Regulation Affairs, Knight Oil Corporation, Johnstown, NY
Rudy Lohff, Senior Chemist, Mohawk Finishing Products, Tribes Hill, NY
Frank Milillo, Chair, Department of Mechanical Engineering, Union College, Schenectady, NY
Robert Nowicki, Head Chemist, Benjamin Moore & Co., Johnstown, NY
Timothy Preddice, Hale Creek Field Station, New York State Department of Environmental Conservation, Gloversville, NY
Bogdan M. Sandu, Albany, NY
Alfred E. Stahl, P.E., Gloversville, NY
Lesia Thaisz, Science Department, Gloversville High School, Gloversville, NY
Paul Tonko, New York State Assemblyman, Amsterdam, NY
Paul Vingerhoet, Knolls Atomic Power Laboratory, Niskayuna, NY
Douglas Wadsworth, President, Clearvue Polymers, Amsterdam, NY
Don Young, Director of Transfer Admissions, Clarkson University, Potsdam, NY

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Taelor Kennedy, President, Moonlight Advertising Dist., Ft. Plain, NY
Richard Payne, Taylor Made Products, Gloversville, NY
Mark Retersdorf, Fulton Co. Regional Chamber of Commerce, Gloversville, NY
Donald Steward, Walmart Discount Store, Gloversville, NY
Joseph Sullivan, Flex Communications, Johnstown, NY
William Waldron, Johnstown, NY
Timothy Wilder, Stewart's Convenience Stores, Johnstown, NY
Charles Wright, President, WW Custom Clad, Canajoharie, NY

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Dr. Harry Brooks, Superintendent, Broadalbin-Perth School, Broadalbin, NY
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Jennifer Gardella, Curriculum Coordinator, Fonda-Fultonville School, Fonda, NY
William Gokey, Superintendent, Mayfield Jr/Sr High School, Mayfield, NY
David LaPone, St. Johnsville Schools
Michael Mongin, Principal, Fonda-Fultonville School, Fonda, NY
Stephanie Stewart, VATEA Specialist, Vo-Tec Center, Johnstown, NY

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Thomas Frankowski, Quad/Graphics, Saratoga, NY
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Douglass Williams, Printing Industries Assoc. of NY, Albany, NY

ACADEMIC PROGRAM REQUIREMENTS

Note: In some programs, requirements are listed as categories of courses. The specific courses that comprise each category are listed below.

BUSINESS - includes courses in Accounting (BU), Computer Information Systems (CS), Economics (EC), Keyboarding [Computer] (BU OT), Legal Assisting (LE), Office Technology (OT), Medical Office Technology (OT ME) and Business Administration (BU)

COMPUTER - includes courses in Computer Information Systems (CS)

EARLY CHILDHOOD EDUCATION - includes courses in Child Education (ED)

HEALTH/PHYS ED - includes courses in Health (HE) and Physical Education (PE)

HUMAN DEVELOPMENT - includes courses in Human Development (HD)

HUMAN SERVICES - includes courses in Human Services (HS)

HUMANITIES - includes courses in Art (AR), Communications (CO), English (EN), Modern Foreign Language (FL), Music (MU), Philosophy (HU), and Theater (TH)

MATHEMATICS - includes courses in Mathematics (MA)

PHYSICAL EDUCATION - includes courses in Physical Education (PE)

SCIENCE - includes courses in Biology (BI, SC), Chemistry (CH, SC), Engineering (ES), Geology (SC), Introductory Sciences (SC), Physics (PH, SC)

SOCIAL SCIENCE - includes courses in History (SS), Political Science (SS), Psychology (SS), Sociology (SS)

TECHNOLOGY - includes courses in Automotive (AT), Computer (TC), Construction (CT), Criminal Justice (CJ), Electricity and Electronics (EL), Food Service Administration (FS, HA), Hotel Management (HA), Mechanical Drawing/Drafting (MD), Natural Resources Conservation (NR), Photography (ER), Surveying (SU), Visual Communications (GA)

AUTOMOTIVE TECHNOLOGY (A.A.S.)

APC — 0525

Automotive Technology Program is designed to produce persons who, in addition to being knowledgeable in their chosen field, will have a basic background in the Arts and Sciences. Students in this program are expected to provide their own safety footwear, limited hand tools, and other personal items appropriate for automotive laboratory classes.

FIRST YEAR

First Semester

AT 121 Intro. to Automotive Function**	3
AT 122 Theory of Intern. Comb. Engines**	3
AT 124 Automotive Electrical Systems	3
SC 161 Intro. to Physics I	3
Mathematics*	<u>3-4</u>
	15-16

Second Semester

AT 123 Intern. Comb. Engine Supp. Sys.**	3
SC 162 Intro. to Physics II	3
EN 125 Freshman English I	3
Mathematics or Elective*	3-4
Social Science Elective	3
Microcomputers	<u>2</u>
	17-18

SECOND YEAR

First Semester

AT 225 Automotive Chassis Systems**	3
EN 126 Freshman English II <u>or</u>	
EN 127 Technical English	3
Electives	6
Social Science Elective	3
Physical Education	<u>1</u>
	16

Second Semester

AT 227 Electronic Engine & Chassis Anal.**	3
AT 288 Consumer Relations & Services	3
AT 266 Power Trains — Des. Fea. & Anal.	3
Electives	6
Physical Education	<u>1</u>
	16

*Math placement depending upon preparation, competence at level of MA 142 or higher required.

**Course meets at the Vo-Tec Center. Students make own transportation arrangements.

Suggested Electives: BU 101, 103, EL 125, HD 150, MA 144, MD 171.

Minimum of 64 semester hours required for graduation, including 2 hours of physical education.

AUTOMOTIVE MECHANICS (Certificate)

APC — 0926

This one-year Automotive Mechanics Certificate Program is designed to provide students with concentrated skill training for immediate employment. However, all credits can be applied toward an Associate's degree.

Emphasis is on practical hands-on experience in all aspects of automotive mechanics including engines, support systems, electrical systems, chassis, and power train. Customer relations is also stressed. Modern electronic equipment is used in highly individualized laboratory projects. Advanced placement and credit for prior learning in school and on the job are possible. Students in this program are expected to provide their own safety footwear, limited hand tools, and other personal items appropriate for automotive laboratory classes.

Graduates may be employed as mechanics helpers, mechanics, and related careers. Jobs are available in small shops, dealerships, and automotive repair chain stores.

First Semester

AT 121 Intro. to Automotive Function*	3
AT 122 Theory of Internal Combustion Engines*	3
AT 124 Automotive Electrical Systems	3
AT 225 Automotive Chassis Systems*	3
Elective	<u>3</u>
	15

Second Semester

AT 123 Internal Combustion Engine Support Systems*	3
AT 226 Power Trains-Design Features & Analysis*	3
AT 227 Electronic Engine & Chassis Analysis*	3
AT 228 Consumer Relations & Services	3
Elective**	3
Microcomputers	<u>2</u>
	18

*Course meets at the Vo-Tec Center. Students make own transportation arrangements.

**Business course recommended.

A minimum of 32 semester hours are required to complete this program.

BUSINESS: ACCOUNTING (A.A.S.)**APC — 0630**

The accounting program provides the basic principles and procedures which are readily applicable to the problems students will meet in the business world of accountants and cost analyst trainees in numerous areas such as industry, finance, insurance, banking and government on the junior-management level.

FIRST YEAR*First Semester*

EN 125 Freshman English I	3
BU 101 Principles of Business	3
BU 103 Mathematics of Business Finance . . .	3
BU 121 Principles of Accounting I	2
Microcomputers	<u>3</u>
	14

Second Semester

EN 126 Freshman English II	3
BU 122 Principles of Accounting II	4
EC 180 Intro. to Economics*	3
Social Science Elective	3-4
Mathematics Elective	<u>4</u>
	16-17

SECOND YEAR*First Semester*

BU 221 Intermediate Accounting I	4
BU 171 Business Law I <u>or</u>	
BU 172 Business Law II	3
BU 224 Cost Accounting	3
Elective**	3
Elective**	3
Physical Education	<u>1</u>
	17

Second Semester

BU 222 Intermediate Accounting II	4
Science Elective	3-4
Liberal Arts Elective	3
Electives**	4
Physical Education	<u>1</u>
	15-16

*EC 281 and EC 282 strongly recommended for transfer students.

**Suggested Electives: BU & MA & CS

A minimum of 64 semester hours are required to complete the program, which must include a minimum of 15 semester hours of accounting courses. There is a minimum of 20 semester hours from liberal arts and sciences which must include EN 125, EN 126; 3 semester hours in the social sciences; 3 semester hours of mathematics other than business mathematics; 3 semester hours of science; 3 semester hours in economics, and an additional course in the liberal arts and sciences. Two semester hours of physical education are also required. EC 282 and EC 283 are strongly recommended for transfer students.

BUSINESS: BUSINESS ADMINISTRATION (A.A.S.)
APC — 0632

The Business Administration Program is designed to provide an exposure to various areas of business-related operations. It allows for Business electives in Sales/Retailing, Mid-management or General Finance. The program provides a foundation for middle management positions in the field of insurance, retailing, banking, civil service, finance, sales, or administrative management in various types of organizations.

FIRST YEAR

First Semester

EN 125 Freshman English I	3
BU 101 Principles of Business	3
BU 103 Mathematics of Business Finance	3
BU 121 Principles of Accounting I	4
Microcomputers	2
	<u>15</u>

Second Semester

EN 126 Freshman English II	3
BU 122 Principles of Accounting II	4
Social Science Elective	3
Mathematics Elective	3-4
Elective**	3
	<u>16-17</u>

SECOND YEAR

First Semester

EC 180 Intro. to Economics	3
Science Elective	3
BU Electives*	6
Elective**	3
Physical Education	1
	<u>16</u>

Second Semester

Liberal Arts Elective	3
BU Electives*	6
Electives**	7
Physical Education	1
	<u>17</u>

*Students interested in pursuing a career in Sales/Retailing, General Finance, or Management should work closely with an academic advisor in selecting courses under the Business Administration program.

American Institute of Banking students should work closely with an academic advisor in selecting courses after submitting AIB coursework for advanced placement and/or credit.

**A minimum of 64 semester hours are required to complete this program, which must include a minimum of 20 semester hours in liberal arts and science (this includes those specified above), plus physical education.

Students planning to transfer should select their liberal arts and sciences to meet the requirements of the four-year institutions which they plan to attend. EC 282 and 283 are strongly recommended. Also see A.S. program.

BUSINESS: BUSINESS ADMINISTRATION (A.S.)**APC — 0671**

This program is designed to prepare students to transfer to a four-year institution to complete a baccalaureate degree in business. The flexibility of this program permits students to meet the requirements of their intended transfer institutions.

Students transferring to four-year institutions may specialize there in a particular field such as finance, marketing, business management, or business education.

FIRST YEAR*First Semester*

EN 125 Freshman English I	3
BU 121 Principles of Accounting I	4
MA 160 Statistics	3
Social Science Elective	3
EC 282 Macro Economics.	<u>3</u>
	16

Second Semester

EN 126 Freshman English II	3
BU 122 Principles of Accounting II	4
Math Elective**	3-4
Liberal Arts Elective*	3
EC 283 Macro Economics	<u>3</u>
	16-17

SECOND YEAR*First Semester*

BU 171 Business Law I	3
CIS Elective	3
Business Elective	3
Liberal Arts Elective*	3
Science Elective	3-4
Physical Education	<u>1</u>
	16-17

Second Semester

BU 261 Managerial Accounting	3
Liberal Arts Elective*	3
Elective***	7
Physical Education	<u>1</u>
	14

*SS 281, 291, 183-4, & 283-4 or EN 132 recommended

**MA 154 Pre-calculus math level or higher (many colleges require Calculus)

***Business courses are recommended including CS 104, however, some credits may need to be Liberal Arts for 30 credit total.

A minimum of 62 semester hours are required to complete this program.

Business and other electives should be chosen on the basis of the requirements of the four-year institution to which transfer is anticipated. BU 172 recommended for accounting transfer majors.

COMPUTER INFORMATION SYSTEMS (A.A.S.)

APC — 0581

This curriculum is structured along the lines of career interests and job skills required by students who plan to enter the field of computer information systems.

The coursework emphasizes practical problem solving skills, the use of computers, information technology and written and oral communication skills to achieve a well-rounded computer information systems background.

Graduates will have sufficient knowledge to function as information system specialists who will be able to implement and modify a computer information system using application software packages, write program modules using a business or procedural language, and install and support maintenance of computer hardware and software in a standalone or networked environment.

FIRST YEAR

First Semester

EN 125 Freshman English I	3
CS 104 Micro Personal Productivity I	2
CS 115 Intro to Computer Logic	3
Liberal Arts Elective	3
Mathematics Elective	3-4
Physical Education	<u>1</u>
	15-16

Second Semester

EN 126 Freshman English II	3
CS 121 Programming COBOL	3
CS 140 Computerized Info. Sys. Mgt	3
CS 160 Database Design & Mgt.	3
BU 121 Accounting I	<u>4</u>
	16

SECOND YEAR

First Semester

CS 233 Adv. Programming Techniques	3
CS 240 Systems Operations I: PC	3
CS 235 Systems Anal.	3
Social Science Elective	3
Elective*	3-4
Physical Education	<u>1</u>
	16-17

Second Semester

CS 236 Systems Design & Imple.	3
CS 125 Computer Programming "C"	3
CS 241 Sys. Oper. II: Multi-user Environ.	3
Science Elective	3-4
Elective**	3
CS 289 Prof. Devel. Seminar	<u>2</u>
	17-18

*BU 122, 137 or CS 202 required

**May be required to be Liberal Arts Elective in order to meet Liberal Arts Requirement. If not, BU or CS elective is recommended.

COMPUTER SCIENCE (A.S.)
APC — 0532

The two-year Computer Science Program is designed for students who plan to transfer and continue their studies in programs leading to the Bachelor's degree or who plan to seek immediate employment. The program emphasizes a theoretical understanding of computers in combination with business oriented languages and applications.

FIRST YEAR

First Semester

EN 125 Freshman English I	3
CS 115 Intro to Computer Logic	3
Microcomputers	3
MA 157 A. Geo. & Calculus I	4
Science Elective	<u>3-4</u>
	16-17

Second Semester

EN 126 Freshman English II	3
CS 121 Programming COBOL**	3
Electives*	3
MA 158 A. Geo. & Calculus II	4
Science Elective	<u>3-4</u>
	16-17

SECOND YEAR

First Semester

CS 233 Adv Programming Techniques	3
MA 257 A. Geo. & Calculus III <u>or</u>	
Mathematics Elective**	3-4
Social Science Elective	3
Physical Education	1
Electives*	<u>3</u>
	16-17

Second Semester

CS 235 Systems Analysis	3
CS 113 Programming Assembler	3
Electives**	9-10
Social Science Elective	3
Physical Education	<u>1</u>
	16-17

*Refer to transfer institution requirements.

**Students interested in pursuing a career in mathematical and scientific applications should work closely with an academic advisor in selecting courses under the Computer Science program. Also, refer to transfer institution requirements.

A minimum of thirty credits of liberal arts are required.

Recommended electives include: BU 101, 121, 122, 141, 152, 160, 179, EC 282, 283, EL 232, 236, CS 120, 122, 124, 130, 160, 202, MA 160.

CONSTRUCTION TECHNOLOGY (A.A.S.)

APC — 0540

The Construction Technology curriculum is designed to prepare technicians to secure gainful employment with contractors, engineers, architects, public works departments, and material manufacturers. The technical education offered in this curriculum contains a well-designed balance of theories and laboratory studies, providing a graduate with a broad knowledge of the construction field. Students in this program are expected to provide their own safety footwear, limited hand tools and personal items appropriate for construction technology laboratory classes.

FIRST YEAR

First Semester

CT 121 Intro. Bldg. Trades & Cons. Materials	3
CT 124 Blueprint Reading	1
MD 171 Engineer Graphics	3
EN 125 Freshman English I	3
Mathematics*	3-4
Microcomputers	2
	<u>15-16</u>

Second Semester

CT 122 Lt. Frame I**	3
CT 225 Masonry, Con. & Steel**	3
CT 230 Principles/ Soils	3
EN 126 Freshman English II or	
EN 127 Technical English	3
Math or Elective*	3-4
Social Science Elective*	3

18-19

SECOND YEAR

First Semester

CT 123 Light Frame II**	3
CT 226 Plumbing & Climate Control	3
CT 229 Electrical Wiring**	3
SC 161 Intro. to Physics I*	3
Elective*	3
Physical Education	1
	<u>16</u>

Second Semester

CT 228 Estimating	3
SU 101 Surveying	3
MD 180 Arch. Drafting	3
Social Science Elective	3
Elective*	3
Physical Education	1
	<u>16</u>

*Math placement depending upon preparation, competence at level of MA 142 or higher required.

**Course meets at sites other than main campus. Students make own transportation arrangements.

Minimum of 65 semester hours required for graduation, including 2 hours of physical education.

Suggested Electives: BU 101, 103, 121, 171, HD 150, MA 144, 151, EL 125, CT 243, 245, 250.

CRAFTS MANAGEMENT (A.A.S.)
APC — 0417

The Crafts Management program is designed for students who wish to learn how to design, produce, and sell quality craft products. This program also provides the flexibility to allow students to transfer to baccalaureate degree programs in related fields. This program will meet the needs of the student that desires to achieve the background necessary to begin their own business in any artistic venture, i.e., craft shop, pottery shop, print-making shop, etc.

FIRST YEAR

First Semester

EN 125 Freshman English I	3
AR 210 Drawing I	3
AR 150 2D Design	3
Social Sciences Elective	3
Science Elective	3-4
Physical Education	<u>1</u>
	16-17

Second Semester

EN 126 Freshman English II	3
BU 103 Math of Business Finance	3
AR 211 Drawing II	3
AR 160 3D Design	3
Social Science Elective	3
Physical Education	<u>1</u>
	16

SECOND YEAR

First Semester

BU 121 Accounting	3
Elective*	3
Elective*	3
Mathematics Elective	3-4
Elective**	<u>3</u>
	15-16

Second Semester

BU 165 Small Business Management	3
BU 171 Business Law	3
Elective*	3
Elective*	3
Elective	<u>3</u>
	15

*Four Electives must be selected from the following: AR 100, 200, 220, 221, 275, 300, ER 101, 102, 103, 150, 151.

**Suggested Elective: BU 140, 141, or 137.

CRIMINAL JUSTICE (A.A.S.)

APC — 0640

This program is designed to prepare students for careers with federal, state, county and local enforcement organizations. The courses are concerned with fulfilling the educational needs of students, both male and female, aiding them in becoming efficient and knowledgeable criminal justice personnel. The program is open, as well, to those who are currently employed in law enforcement.

STUDENTS PLEASE NOTE: Many criminal justice agencies require applicants to meet qualifying entrance requirements. Students pursuing careers in these agencies should be aware of conditions that may disqualify applicants for employment, based on health, physical conditions, or character.

FIRST YEAR

First Semester

EN 125 Freshman English I	3
CJ 106 Intro. to Criminal Justice	3
SS 281 Intro. to Sociology	3
CJ 103 Criminal Law I	3
Elective <u>or</u> Science (SC 130 suggested) . .	<u>3-4</u>
	15-16

Second Semester

EN 126 Freshman English II	3
CJ 104 Criminal Law II	3
CJ 105 Fund. of Criminal Investigation	3
SS 291 General Psychology	3
Mathematics (MA 160 suggested)	3-4
Microcomputers	<u>2</u>
	17-18

SECOND YEAR

First Semester

CJ 112 Intro. to Police Org. & Mgt.	3
CJ Elective	3
EN 132 Speech	3
CJ 109 Criminology	3
Elective <u>or</u> Science (SC 130 suggested) . .	3-4
Physical Education	<u>1</u>
	16-17

Second Semester

HU 258 Ethics <u>or</u> Liberal Arts Elective	3
CJ 107 Police Community Relations	3
CJ 111 Intro. to Public Administration	3
Social Science Elective	3
Elective	3
Physical Education	<u>1</u>
	16

Recommended Electives: CJ 108, 113, 118, 121, 299.

Minimum of 64 semester hours required for graduation, including 2 hours of physical education and a minimum of 3 hours of science.

CRIMINAL JUSTICE (Certificate)

APC — 0047

This program leads to a certificate in Criminal Justice and is designed to prepare students to become members of the municipal, county, and state police forces, as well as Federal Protection Officer, United States Marshal, campus security guard, correctional officer, institutional guard, youth-aid worker, social worker and other positions in the criminal justice system. The program is open, as well, to those who are currently employed in law enforcement. Below is a suggested sequence of the courses required for this certificate.

First Semester

EN 125 Freshman English I	3
CJ 103 Criminal Law I	3
CJ 106 Intro. to Law Enforcement & Criminal Justice	3
CJ 112 Intro. to Police Organization & Management	3
SS 291 General Psychology	3
Microcomputers	<u>2</u>
	17

Second Semester

EN 126 Freshman English II	3
CJ 104 Criminal Law II	3
CJ 105 Principles of Criminal Investigation	3
CJ 107 Police-Community Relations <u>or</u>	
CJ 108 Intro. to Juvenile Delinquency	3
SS 281 Intro. to Sociology	3
Mathematics (Strongly Suggested MA 160 Statistics)	<u>3-4</u>
	18-19

A minimum of 35 semester hours are required to complete this program.

EARLY CHILDHOOD (A.A.S.)

APC — 0605

This program is designed for students who plan to seek employment as Teacher-Caregivers at institutions and agencies serving young children.

In addition to providing for the student's own intellectual and personal development, the course work under this program provides a broad understanding of the psychological, emotional, intellectual, and developmental needs of children and the skills necessary for meeting those needs. Graduates may find employment opportunities with various types of institutions and agencies serving young children — Day Care Centers, Nursery Schools, Pre-Kindergarten Programs, Head Start, Day Camps, Recreational Centers, and Social Service Agencies serving children.

FIRST YEAR

First Semester

EN 125 Freshman English I	3
SS 291 General Psychology	3
ED 171 Intro. to Early Childhood Ed.	3
Mathematics or Science*	3-4
Elective**	3
Physical Education	<u>1</u>
	16-17

Second Semester

EN 126 Freshman English II	3
SS 298 Child Development	3
ED 185 Early Childhood Curriculum	3
Mathematics or Science*	3-4
ED 180 Safety, Health, & Nut. in E. Child.	3
Physical Education	<u>1</u>
	16-17

SECOND YEAR

First Semester

SS 281 Sociology	3
ED 298 Early Childhood Internship	4
ED Elective***	3
Humanities Elective**	3
Elective**	<u>3</u>
	16

Second Semester

ED Elective***	3
ED 299 Early Childhood Internship	4
Humanities or Soc. Sci.**	3
Mathematics or Science*	3-4
Elective**	<u>3</u>
	16-17

*Must include at least 3 semester hours of Mathematics and at least 3 semester hours of Science.

**HE 135, 136, SS 292, 294, HD 221, HS 251, FL 143, 144, 243, 244 are recommended.

***ED Electives: ED 225, 250, 275.

A minimum of 64 semester hours are required to complete this program.

EARLY CHILDHOOD (Certificate)
APC — 0968

The Early Childhood certificate program is designed for those who want to learn the skills and develop the attitudes that are needed for entry-level positions at institutions and agencies serving young children and for in-service personnel who want to upgrade their skills, but do not want to undertake many of the supporting academic courses required for the two-year Associate in Applied Science degree. The program is flexible so that the students may choose the courses and field experiences that are most appropriate to his/her interests and career goals.

Summer Session

ED 171 Intro. to Early Childhood Ed.	3
SS 291 General Psychology*	<u>3</u>
	6

First Semester

EN 125 Freshman English I	3
SS 298 Child Development*	3
ED 185 Early Childhood Curriculum	3
ED 298 Early Child Internship	<u>4</u>
	13

Second Semester

ED 180 Safety, Health & Nutrition in Early Childhood	3
ED Elective**	3
ED Elective**	3
ED 299 Early Child Internship	<u>4</u>
	13

*Students may take EN 125 during the Summer, SS 291 and 281 during the first semester, and 298 during the second semester.

**ED Electives: ED 225, 250, 275

ELECTRICAL TECHNOLOGY (A.A.S.)

APC — 0555

This program is designed for those students who plan to seek employment after two years at Fulton-Montgomery Community College as engineering technicians, electrical draftsmen, lab assistants and service technicians. The program also prepares students for transfer into Bachelor of Technology programs. An interest in electricity and electronics and a degree of manual dexterity are assets. Students in this program may be required to provide their own electronic calculators and small hand tools.

Prerequisite: High school algebra. Trigonometry and physics are desirable. If a student's math-science level of competence does not equal or exceed the prerequisite, that student should consider a pre-technology course of study.

FIRST YEAR

First Semester

EN 125 Freshman English I	3
EL 125 Electric Circuit Analysis I	4
MA 161 Math for Elec. Tech. I <u>or</u>	
MA 157 A. Geo. & Calculus I	4
SC 161 Intro. to Physics I <u>or</u>	
PH 171 Physics I	3-4
EL 127 Instrumentation	2
Microcomputers	2
	<u>18-19</u>

Second Semester

EN 126 Freshman English II <u>or</u>	
EN 127 Technical English	3
EL 232 Digital Electronics	3
MA 162 Math for Elec. Tech. II <u>or</u>	
MA 158 A. Geo. & Calculus II	4
SC 162 Intro. to Physics II <u>or</u>	
PH 172 Physics II	3-4
Physical Education	1
	<u>14-15</u>

SECOND YEAR

First Semester

EL 126 Electric Circuit Analysis II	4
EL 236 Intro. to Microcomputers	4
EL 229 Electronics I	5
EL 231 Electrical Machines	3
MD 176 Electrical Graphics	3
	<u>19</u>

Second Semester

EL 230 Electronics II	5
EL 234 Telecommunications	3
EL 235 Industrial Electronics & Robotics	3
Social Science Electives	6
Physical Education	1
	<u>18</u>

Students planning to transfer should see an advisor for appropriate course selection. The following courses are recommended by most four-year institutions for students in Electrical Technology: MA 157, 158, PH 171, 172, and Computer Programming as available.

Minimum of 69 semester hours required for graduation including 2 hours of physical education.

ELECTRONICS (Certificate) [Pending Approval]

This program is designed to prepare students for the technical training necessary for entry level employment or further education in the electronics field. The program provides a technical training foundation in many aspects of the electronics industry including telecommunications, industrial, instrumentation, and computer-aided design.

FIRST YEAR

First Semester

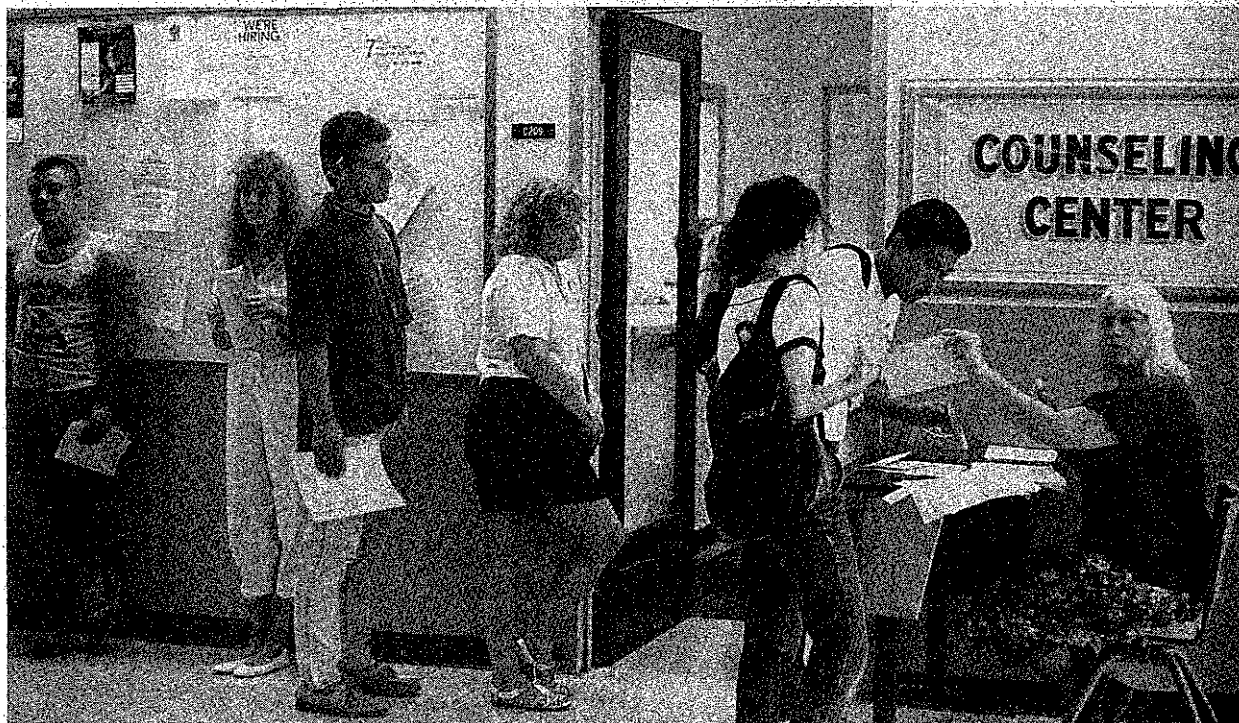
EL 125 Electric Circuit Analysis I	4
EL 127 Instrumentation	2
MD 176 Electrical Graphics	3
Math**	4
Microcomputers	2
	<hr/> 15

Second Semester

TC 229 Electronics for Computer Technology	4
EL 232 Digital Electronics	3
EL 235 Industrial Electronics	3
EL 234 Telecommunications	3
MD 179 Electronic Computer Design Applications	2
	<hr/> 15

*Prerequisite - MD 176

**MA 142 or higher; MA 161 recommended



ENGINEERING SCIENCE (A.S.)

APC — 0530

The Engineering Science Program closely parallels the first two years of the four-year college and university program in engineering. This fact enables graduates of the program to transfer, at the junior level, to such institutions and to specialize in any field of engineering. The strong emphasis placed on mathematics and physics also makes the Engineering Science Program the most appropriate course of study for those who wish to transfer and continue their studies in physics and applied mathematics.

Interest and motivation of the student are of paramount importance for succeeding in the program. A strong background in high school mathematics and physics is recommended for entrance to the program.

FIRST YEAR

First Semester

PH 171 Physics I	4
MA 157 A. Geo. & Calculus I	4
CH 173 Chemistry I	4
EN 125 Freshman English I	3
Physical Education	<u>1</u>
	16

Second Semester

PH 172 Physics II	4
MA 158 A. Geo. & Calculus II	4
CH 174 Chemistry II or Elective*	3-4
EN 126 Freshman English II	3
CS 120 Comp. Programming (FORTRAN)**	<u>3</u>
	17-18

SECOND YEAR

First Semester

ES 235 Mechanics: Statics	3
ES 251 Materials Science	3
PH 271 Physics III	4
MA 257 A. Geometry & Calculus III	4
Social Science Elective***	3
Physical Education	<u>1</u>
	18

Second Semester

EN 236 Mechanics: Dynamics	3
ES 281 Electric & Electronic Circuits	4
MA 258 Differential Equations	4
MA 259 Linear Algebra or Elective*	3-4
Social Science Elective***	<u>3</u>
	17-18

*If two electives are chosen, at least one must be from the following: MD 171, MD 174, BI 171, BI 172, BI 181-182.

**May be postponed till the second year.

***May be taken during the first year.

Students are advised to select electives which are appropriate to the field of engineering in which they plan to major, and which meet the requirements of the College to which they plan to transfer.

A minimum of 68 semester hours are required to complete the program which must include 3 engineering science courses, 3 physics courses, 4 calculus courses, 1 computer programming course, 1 chemistry course, 2 English courses, 2 social science courses, 2 physical education courses, and at least two electives.

ENVIRONMENTAL STUDIES (A.S.)

[Pending Approval]

This program is designed for students who plan to transfer and continue their studies leading to Bachelor's Degree in any branch of Environmental Studies/Science. Preparation for the professional field of Environmental Studies/Science leading to a variety of careers in industry, government, research or teaching can be attained with this program.

FIRST YEAR

First Semester

EN 125 Freshman English I
BI 171 Student Biology
CH 171 Fund. & Chemistry I
SC 181 Gen. Physics I
Physical Education

Second Semester

1. EN 125 Freshman English II
2. BI 172 Plant Biology
3. BI 173 Animal Biology
4. SC 143 Earth Systems
5. CH 172 Fund. & Chemistry II
6. MA 155 A. Geo. & Calculus I
Physical Education

SECOND YEAR

First Semester

Social Science Elective
MA 160 Statistics
MA 158 A. Geo. & Calculus II
HU 170 Physics
CH 221 Organic Chemistry
Elective**

Second Semester

3. Social Science Elective
4. BI 174 Ecology
5. CH 222 Organic Chemistry II
6. SC 144 Environmental Processes
7. Elective**

*Students are advised to select the courses in consultation with Environmental Studies/Science program faculty to meet the requirements of the transfer institution.

**Suggested Electives: MA 158, 160, BI 172, SC 141, CH 222, BI 175, 173, SC 135, 144, HU 288, NR 241, 242, 250, SS 383, EC 180.

FINE ARTS (A.A.)**APC — 0664**

This program is designed for students who wish to transfer and continue their studies in Fine Arts leading to the Bachelor's degree, or for students seeking immediate employment. The opportunity is provided to develop basic concepts and skills in a wide variety of media while concentrating on the field of Art.

FIRST YEAR*First Semester*

EN 125 Freshman English I	3
AR 210 Drawing I	3
AR 150 2D Design	3
Social Science Elective	3
Science Elective	3-4
Physical Education	<u>1</u>
	16-17

Second Semester

EN 126 Freshman English II	3
AR 211 Drawing II	3
AR 160 3D Design	3
Social Science Elective	3
Mathematics Elective	3-4
Physical Education	<u>1</u>
	16-17

SECOND YEAR*First Semester*

AR 220 Painting	3
Humanities Elective	3
Math/Science Elective	3-4
Art Elective	3
Elective*	<u>3</u>
	15-16

Second Semester

AR 300 Art Seminar	3
Social Science Elective	3
Art Elective	3
Electives*	<u>6</u>
	15

*Electives should be selected to conform to the program requirements of the College or university to which the student plans to transfer.

FOOD SERVICE ADMINISTRATION (A.A.S.)
APC — 0570

The Food Service Administration curriculum is designed to develop technical competence and prepare students for supervisory trainee positions in the food processing, restaurant and related industries. It allows for career electives in Institutional Foods, Restaurant Management, or Diet and Nutrition. Students in the program are expected to provide their own white uniforms and other appropriate items for use in food service laboratory classes. Uniform specifications will be provided by the instructor.

FIRST YEAR

First Semester

EN 125 Freshman English I	3
FS 101 Intro. to Food Service	1
FS 111 Intro. to Safety & Sanitation	2
FS 122 Food Preparation I**	3
HE 121 Nutrition	3
SC 139 Intro. to Biology I <u>or</u>	
BI 171 Modern Biology, <u>or</u>	
BI 181 Anatomy & Physiology I	<u>3-4</u>
	15-16

Second Semester

EN 126 Freshman English II <u>or</u>	
EN 127 Technical English	3
FS 123 Food Purchasing**	3
FS 124 Food Preparation II**	3
BU 103 Math of Business Finance	3
HE 125 Advanced Nutrition <u>or</u>	
Liberal Arts Elective*	3
Microcomputers	<u>2</u>
	17

SECOND YEAR

First Semester

FS 225 Cost Control**	3
FS 224 Intro to Hospitality Management**	3
Social Science Elective	3
Career Electives	6
Physical Education	<u>1</u>
	16

Second Semester

FS 227 Food Service Organization & Mgt**	3
FS 248, 258, 268, or 240, 280 Seminar	3
FS 298 Internship	3
Career Elective	3
Liberal Arts Elective	3
Physical Education	<u>1</u>
	16

Student interested in pursuing a career in Culinary Foods, Nutrition & Diet Therapy, Restaurant Management, or Hotel/Motel Administration should work closely with an academic advisor in selecting courses under the Food Service Administration program.

Course may meet at site other than main campus. Students make own transportation arrangements. Students are required to purchase and maintain supportive utensils and clothing.

Recommended Electives: BU 101, 122, 171, 153, 140, 137, FS 126, 130, 226, MA 150, 160, SC 131, 172, BI 181, 182

Minimum of 64 semester hours required for graduation, including 2 hours of physical education, plus 20 semester hours of Liberal Arts.

QUANTITY FOOD PRODUCTION (Certificate)

APC — 0044

This program leads to a certificate in Quantity Food Production at the end of one year. It is designed to provide students with concentrated skill training for immediate employment. However, all credits can be applied toward an Associates degree.

Emphasis is on practical hands-on experience in food selection and preparation, purchasing, cost control, hospitality management, and nutrition. An internship in the food industry is required.

Students will be prepared for positions in all areas of quantity foods: preparation, receiving, operations, purchasing and service. Graduates may be employed by owner operated restaurants, chain restaurants, contractual food service companies, and other agencies associated with the production of food.

CERTIFICATE CORE

First Semester

FS 101 Intro. to Food Service	1
FS 111 Intro. to Safety & Sanitation	2
FS 122 Food Preparation I	3
Electives	<u>3-6</u>
	12-15

Second Semester

FS 123 Food Purchasing	3
FS 124 Food Preparation II	3
FS 298 Internship*	3-6
Microcomputers	2
Electives*	<u>3-6</u>
	14-17

*Students taking 3 semester hours of FS 130 must take a 3 semester hour FS elective.

A minimum of 29 semester hours are required to complete this program.

GENERAL EDUCATION (Certificate)

APC — 0985

The General Education curriculum is a one-year program leading to a certificate of completion. This program may be useful to the student who wishes to strengthen an academic background before embarking on a program of study leading to the Associate degree. It also offers the student with limited or unsettled educational goals the opportunity for a year of broadly-based study and exploration. A minimum of 27 semester hours must be completed.

First Semester

EN 124 Basic English*	3
MA 147 Algebra or MA 150 Survey of Mathematics	3-4
HD 150 Reading & Learning Skills	3
HD 100 Studies of the Person	3
Physical Education	1
Exploratory Elective — Technical, Vocational, Liberal Arts	2-4
	<u>15-18</u>

Second Semester

English Elective	3
Exploratory Electives — Career Education, Liberal Arts & Sciences	9-12
	<u>12-15</u>

*Students may take more advanced courses with approval.

Some students will remain in this program for only one semester, some will remain a year, and some will continue into other programs at the College.

HEALTH, PHYSICAL EDUCATION AND RECREATION STUDIES (A.S.)

APC — 1130

This program is designed for students who plan to transfer and continue their studies in health, physical education, recreation and related fields. Preparation for a variety of careers such as the teaching professions, athletic training/sports medicine, coaching, fitness consultant, recreation/sports management, sports administration, physical therapist and occupational therapist may be initiated with this program.

FIRST YEAR

First Semester

PE 201 Intro. to H.P.E.R.	3
PE Activity	1
HE 135 Personal Health	3
EN 125 Freshman English I	3
SS 291 General Psychology	3
Science or Math Elective	<u>3-4</u>
	16-17

Second Semester

PE 250 Series or Elective*	2-4
PE Activity	1
HE 136 Safety & First Aid	3
EN 126 Freshman English II	3
Social Science Elective	3
Science or Math Elective	<u>3-4</u>
	15-18

SECOND YEAR

First Semester

PE 250 Series <u>or</u> HE 235 <u>or</u> Elective*	2-4
BI 181 Anatomy & Physiology**	4
Social Science Elective	3
Humanities Elective	3
Elective	<u>3-4</u>
	15-18

Second Semester

PE Activities <u>or</u> HE Elective <u>or</u> Elective*	3
BI 182 Anatomy & Physiology II**	4
Elective	3
Humanities Elective	3
Elective	<u>3-4</u>
	16-17

*If electives are chosen, two must be from the following: MA 160, 154, 157, HD 221.

**May be taken during the first year.

62-70 Credits required to complete this program. Students may, based on their career goals and requirements of the transfer institution, prepare for transfer to upper division majors in Physical Education, Health, Recreation Studies, or Exercise Studies, by selecting appropriate elective courses as indicated below.

PHYSICAL EDUCATION Two PE 250 series courses, one aquatics course; four additional PE activity credits and EN 132.

HEALTH HE 235, 121, 237.

RECREATION STUDIES MA 160, EN 132, HD 221 and four PE activity credits. Social Science Electives: SS 281, 383. Additional Electives from Art, Music, Theater, EC 281, 282, CO 220, 231 suggested.

EXERCISE STUDIES MA 160, CH 173-174, PH 171-172, HD 221, HE 121, EN 132

Students interested in pursuing a career in physical therapy or occupational therapy should work closely with an academic advisor in selecting courses under the Health, Physical Education and Recreation Studies program in order to be able to transfer, at the junior level, to a program at four-year colleges.

HONORS PROGRAM

Program Description

The Honors program is designed to meet the needs of those students who, because of high academic ability, preparation and motivation, are ready to undertake rigorous and challenging academic work that exceeds those offered in regular courses. The program provides the kinds of academic challenges which will enable students to develop to their fullest potential. The program includes special Honors Sections of regular courses, Honors Options within regular courses and a unique interdisciplinary Honors Seminar. The program enriches rather than accelerates the learning process. Those successfully completing all the Honors Program requirements will have their transcripts stamped "Honors Concentration Degree."

Admission Criteria

To be considered for admission to the Honors Program, a student must meet the following requirements: Submit letter of application for admission to the Honors Program; One academic letter of reference supporting the student's candidacy for the Honors Program; approval of the Honors Program Committee.

Program Requirements

Requirements for all Honors Concentration Degrees in Liberal Arts and Sciences: Admittance into the Honors Program; Three courses with Honors Sections or Options from at least two different Academic Divisions; Honors Seminar; 3.5 cumulative grade point average; Satisfy all the requirements for one of the following degrees: A.A. in Humanities, A.A. in Social Science, A.A. in General Studies, A.S. in Mathematics, A.S. in Science, A.S. in Mathematics and Science.



HUMAN SERVICES (A.A.S.)

APC — 0604

The Human Services program is designed to prepare students for the helping profession. The program is appropriate for current agency employees seeking to upgrade their skills and for students preparing for future careers as human service workers. The program combines academic course work with human service field experience through internships. This approach prepares students to move directly into employment upon graduation. The program is flexible so that students may choose courses and field work experience in accordance with their area of interest and particular career goals.

This program also is appropriate for students planning to transfer to four-year human service related programs. However, students planning to transfer to a Baccalaureate Social Work program may want to consider the A.A. degree program in Social Science.

FIRST YEAR

First Semester

EN 125 Freshman English I	3
SS 291 General Psychology	3
SS 281 Intro to Sociology	3
SC 135 Introduction to Biology <u>or</u>	
SC 137 Human Biology <u>or</u>	
BI 181 Anatomy & Physiology I	3-4
HS 110 Intro to Human Services	3
Physical Education	<u>1</u>
	16-17

Second Semester

EN 126 Freshman English II <u>or</u>	
EN 127 Technical English	3
HS 111 Human Service Interventions	3
SS 297 Developmental Psychology	3
Elective*	3
Human Services Elective**	3
Physical Education	<u>1</u>
	16

SECOND YEAR

First Semester

HS 298 Human Services Internship	4
MA 160 Statistics <u>or</u>	
Math Elective	3-4
Elective*	3
Human Service Elective**	3
Psychology/Sociology Elective***	<u>3</u>
	16-17

Second Semester

HS 299 Human Services Internship	4
HD 221 Human Rel. & Group Dynamics . . .	3
Psychology/Sociology Elective***	3
Elective*	3
Elective	<u>3</u>
	16

*Suggested Electives: Foreign Languages, Early Childhood Education, Health Education, Criminal Justice, Ethics, HU 258, SS 280, 282, EC 180.

**Human Service Electives: HS 211, 231, 243, 251, 265

***Psychology/Sociology Electives: SS 292, 264, 294, 298, 384, 386

A minimum of 64 semester hours are required for graduation.

Students planning to transfer to four year programs are advised to select the electives based on the requirements of their transfer institutions.

HUMAN SERVICES (Certificate)

APC — 0949

The Human Services Certificate program is designed for those who want to learn the skills and attitudes that are needed for work within a human service agency, but who do not want to undertake the supporting academic course work required for the two year degree. The program is flexible so that students may choose courses and field work experience in accordance with their area of interest and particular career goals.

Summer Session

EN 125 Freshman English I	3
HS 110 Intro. to Human Services	3
	<hr/> 6

First Semester

EN 126 Freshman English II or EN 127 Technical English	3
HS 111 Human Service Interventions	3
HS 298 Human Services Intern.	4
SS 291 General Psychology	3
	<hr/> 13

Second Semester

Human Services Elective*	3
Human Services Elective*	3
HS 299 Human Services Internship.	4
SS 297 Developmental Psychology	3
	<hr/> 13

*Human Services Electives: HS 211, 231, 243, 251, 265

INDIVIDUAL STUDIES: Associate in Occupational Studies (A.O.S.)

Individual Studies can be of two types:

- one-year certificate (24-36 credits) APC — 0987
- two-year degree (A.O.S.) (60-62 credits) APC — 0688

Individual Studies will be designed to provide specialized study for students with clearly identified career goals or special educational needs which cannot be met by existing programs. Specific studies will be developed individually by the student and a faculty mentor committee.

Individual studies can include regular courses, independent and directed study, field work, prior educational experience, and prior work experience. Distribution of credits in these areas will follow existing college policy. In addition, at least half of the credits must be directly related to the students career goal or special educational needs.

Procedures for the development of individual studies are as follows: consultation with the faculty mentors to review the student's academic background and career and educational goals, development of a detailed proposal in which the proposed individual study and its relationship to the student's career goals or special educational needs are described, approval by mentors, and approval by the Dean for Career Education or Dean for Liberal Arts and Sciences.

The purpose of individual studies is to provide greater curriculum flexibility, breadth, and depth in response to individual student career objectives or special educational needs which cannot be met by existing programs, to provide opportunity for students to explore fields at the College before making a more definite educational choice, to provide greater advanced placement opportunity, and to provide for articulated study which encourage individuals to return to college for short term updating or retraining (one-semester) as well as for additional specialization provided by the one-year certificate and two-year degree.

For further information contact the Admissions Office.

Individual Studies: Collaborative Career Learning (Certificate)

APC — 0987

In this innovative approach to career learning, students learn career skills in fields in which jobs are available locally. Although similar to cooperative education and internship programs, COCAL requires that students learn basic career skills at job sites without pay. Students learn from practicing professionals who follow competency guidelines prescribed by the College and based on Dictionary of Occupational Titles specifications, National competency catalogs, and employer input. Students combine collaborative career learning with 12-18 credits of related college course work to earn a one-year certificate in Individual Studies.

Students include dislocated workers, displaced homemakers, young high school graduates interested in "hands-on" learning and immediate employment, as well as students interested in career exploration prior to committing themselves to four years of college. The primary goal of COCAL is employment upon graduation. Enrollment is competitive.

The following is an example of a COCAL sequence of course requirements:

PHLEBOTOMIST

FIRST SEMESTER

CL 191 180 hrs of hands-on, off-campus learning	8
BI 181 Anatomy and Physiology I	4
HE 136 First Aid	3
OT 283 Medical Terminology	<u>3</u>
	18

SECOND SEMESTER

CL 192 180 hrs of hands-on, off-campus learning	8
CL 200 Professional Career Preparation* . . .	1
BI 182 Anatomy & Physiology II	4
Approved Electives	<u>3-4</u>
	16-17

Program Total — 34-35 credits

Approved Electives: BI 282 Microbiology
HD 221 Human Relations & Group Dynamics

SC 137 Human Biology
SC 170 Introduction to Chemistry

*CL 200 — Professional Career Preparation provides the tools of resume writing, interviewing and job-search skills.

Fields of Collaborative Career Learning which have led to an Individual Studies Certificate: Accounting Clerk, Banking, Chiropractic Assistant, Computer Operator, Dental Assistant, EKG Technician, Floral Design/Retail Management, Electrical Repair, Hotel/Motel Operations, Insurance Office Assistant, Manual Machine Operator, Medical Assistant, Medical Records Clerk, Pharmacy Technician, Phlebotomist, Physical Therapy Aide, Printing/Graphic Arts, Respiratory Therapy Aide, Retail Management, and Travel.**

**Fields of Collaborative Career Learning may change from semester to semester. Contact the Individual Studies/COCAL office for current listings.

Students interested in pursuing technical career preparation or an A.O.S. degree should work closely with a COCAL advisor in selecting courses under the Individual Studies programs.

Courses to be selected from college course offerings with the approval of the COCAL staff.

LIBERAL ARTS AND SCIENCES: GENERAL STUDIES (A.A.)

APC — 0250

This program is a university parallel program designed for students who intend to transfer to a four year institution. This program can be used either by students who are unsure of their plans and need maximum flexibility to explore their options or by students who wish to develop their curriculums within the requirements of the four year institution to which they intend to transfer.

This program will also be appropriate for students who plan to transfer to a four-year college to pursue the baccalaureate degree in journalism, theater, communications, public relations, or toward teacher certification.

FIRST YEAR

First Semester

EN 125 Freshman English I	3
Social Science Elective	3
Mathematics Elective	3-4
Liberal Arts Elective*	3
Elective	3
Physical Education	1
	<u>16-17</u>

Second Semester

EN 126 Freshman English II	3
Social Science Elective	3
Science Elective	3-4
Liberal Arts Elective*	3
Elective	3
Physical Education	1
	<u>16-17</u>

SECOND YEAR

First Semester

Humanities Elective	3
Math/Science Elective	3-4
Liberal Arts Electives*	6
Elective	3
	<u>15-16</u>

Second Semester

Humanities Elective	3
Social Science Elective	3
Liberal Arts Electives*	6
Electives	3
	<u>15</u>

*Liberal Arts electives should be selected so as to produce a balance among the areas of Humanities, Social Sciences, and Math/Science.

Students interested in pursuing a career in communications, theater, early childhood education, elementary/secondary education, or special education should work closely with an academic advisor in selecting courses under the General Studies program in order to transfer, at the junior level, to programs at four-year colleges.

LIBERAL ARTS AND SCIENCES: HUMANITIES (A.A.)
APC — 0201

This program is designed primarily for those students who plan to transfer to four year colleges in programs leading to Bachelor's degree in English, Foreign Languages, Theater, Communications, Philosophy, or in other related fields.

FIRST YEAR

First Semester

EN 125 Freshman English I	3
SS 183 Western Civilization I <u>or</u>	
SS 283 American History I	3
Foreign Language*	3
Mathematics <u>or</u> Science	3-4
Elective	3-4
Physical Education	1
	<u>16-18</u>

Second Semester

EN 126 Freshman English II	3
SS 184 Western Civilization II <u>or</u>	
SS 284 American History II	3
Foreign Language*	3
Mathematics <u>or</u> Science	3-4
Elective	3-4
Physical Education	1
	<u>16-18</u>

SECOND YEAR

First Semester

Literature Elective	3
Social Science Elective	3
Foreign Language* <u>or</u> Elective	3-4
Mathematics <u>or</u> Science	3-4
Humanities Elective**	3-4
	<u>15-18</u>

Second Semester

Literature Elective	3
Social Science Elective	3
Foreign Language* <u>or</u> Elective	3-4
Mathematics <u>or</u> Science	3-4
Humanities Elective**	3-4
	<u>15-18</u>

*At least 2 courses at the intermediate level in a foreign language are recommended.

**At least one course with AR, HU, MU, or TH designator is required.

A minimum of 62 semester hours are required to complete this program. All students must complete a minimum of 6 semester hours in Mathematics and 6 semester hours in Science. Students are advised to select the electives based on the requirements of their transfer institutions. Students are advised to take, as additional electives, microcomputer applications courses recommended by the Humanities faculty.

Students may, based on their area of interest and requirements of the transfer institution, develop Advisement Tracks in English, Foreign Language, Theater or Communications. Recommended Advisement track courses are given below.

ENGLISH Literature Elective, Humanities Electives, and Electives: EN 231-232, 233-234, 235, 239, 245, 257, 200, 132

COMMUNICATIONS Humanities Electives, Social Science Elective, Electives: EN 132, AR 150, CO 171, 220, 231, 254, 264, SS 291, 281, 282

FOREIGN LANGUAGE Minimum 12 semester hours in a foreign language, including 2 courses at the intermediate level or higher. Literature Elective: EN 231-232; Social Science Elective: SS 294, 297

THEATER Humanities Electives and Electives: TH 101, 105, 201, 202, MU 101, 102, 201, EN 132, 243, 245

LIBERAL ARTS AND SCIENCES: MATHEMATICS AND SCIENCE (A.S.)
APC — 0645

This program is designed for students who plan to transfer and continue their studies in programs leading to Bachelor's degree with particular emphasis on advanced study in the sciences and mathematics. Preparation for the professional fields of mathematics, the sciences, medicine and dentistry as well as teaching science and mathematics on the elementary and secondary levels can be initiated with this program.

FIRST YEAR

First Semester

EN 125 Freshman English I	3
Social Science Elective*	3
Foreign Language	3
Mathematics	3-4
Science	3-4
Physical Education	<u>1</u>
	16-18

Second Semester

EN 126 Freshman English II	3
Social Science Elective*	3
Foreign Language	3
Mathematics	3-4
Science	3-4
Physical Education	<u>1</u>
	16-18

SECOND YEAR

First Semester

Mathematics	3-4
Science	3-4
Foreign Language <u>or</u> Elective	3
Electives	<u>6</u>
	15-17

Second Semester

Mathematics	3-4
Science	3-4
Foreign Language <u>or</u> Elective	3
Electives	<u>6</u>
	15-17

*Social Science elective may be postponed until the second year.

All students must complete 12 semester hours of Humanities (EN 125, 126, and 6 semester hours of foreign language), 6 semester hours of social science, 4 mathematics courses, 4 science courses, and 2 semester hours of physical education, and additional electives to total 62 semester hours. At least 48 semester hours must be selected from the liberal arts and sciences.

LIBERAL ARTS AND SCIENCES: SCIENCE (A.S.)
APC — 0220

This program is designed for students who plan to transfer and continue their studies in any branch of science leading to a Bachelor's degree. Preparation for the professions in biological sciences, physical sciences, medicine, dentistry, and education for a career in industry, research, or teaching can be initiated with this program.

FIRST YEAR

<i>First Semester</i>		<i>Second Semester</i>	
EN 125 Freshman English I	3	EN 126 Freshman English II	3
Social Science Elective*	3	Social Science Elective*	3
Foreign Language	3	Foreign Language	3
Mathematics**	3-4	Mathematics**	3-4
Science***	3-4	Science***	3-4
Physical Education	<u>1</u>	Physical Education	<u>1</u>
	16-18		16-18

SECOND YEAR

<i>First Semester</i>		<i>Second Semester</i>	
Mathematics**	3-4	Mathematics**	3-4
Science***	3-4	Science***	3-4
Humanities Elective	3	Humanities Elective	3
Elective****	3	Electives	<u>6</u>
Science	<u>3-4</u>		15-17
	15-18		

*Social Science elective may be postponed until the second year.

**Math courses must be selected from the following: MA 154, 157, 158, 160, 257, 258, 259.

***At least four science courses must be those with BI, CH, ES and/or PH designators.

****A computer programming course is recommended.

Students may, based on their area of interest and requirements of the transfer institution, develop Advisement Tracks in Biology, Chemistry, Pharmacy, Pre-med, or Physics. Recommended Advisement Track courses are given below.

BIOLOGY BI 171, 172, 173, 176; CH 173, 174; MA 154, 157, 158, 160

PHYSICS PH 171, 172, 271; ES 236 or 281; CH 173, 174; MA 157, 158, 257, 258. Suggested Electives: CS 120, 123 or 124; MA 259

CHEMISTRY CH 173, 174; PH 171, 172; BI 171; MA 157, 158, 160, 257. Suggested Elective: MA 258

PRE-MED/PHARMACY BI 171, 173; CH 173, 174, 221, 222; PH 171, 172; MA 154, 157, 158, 160. Suggested Electives: BI 181, 182, 282

A minimum of 62 semester hours are required for graduation. Students are advised to select the electives based on the requirements of their transfer institutions. Students are also advised to take, as additional electives, microcomputer applications courses recommended by their science faculty.

LIBERAL ARTS AND SCIENCES: SOCIAL SCIENCE (A.A.)
APC — 0212

This program is designed primarily for students who plan to transfer to four year colleges to pursue their studies in any branch of Social and Behavioral Sciences including history, political science, pre-law, public affairs, sociology, psychology, and counseling.

FIRST YEAR

First Semester

EN 125 Freshman English I	3
Social Science Elective*	3
Foreign Language	3
Mathematics <u>or</u> Science	3-4
Elective	3-4
Physical Education	1
	16-18

Second Semester

EN 126 Freshman English II	3
Social Science Elective*	3
Foreign Language	3
Mathematics <u>or</u> Science	3-4
Elective	3-4
Physical Education	1
	16-18

SECOND YEAR

First Semester

Literature Elective	3
Social Science Elective*	3
Foreign Language <u>or</u> Elective	3-4
Mathematics <u>or</u> Science	3-4
Social Science Elective	3
	15-17

Second Semester

Literature Elective	3
Social Science Elective*	3
Foreign Language <u>or</u> Elective	3-4
Mathematics <u>or</u> Science	3-4
Social Science Elective	3
	15-17

*Two courses must be from History and/or Political Science; two courses must be from Psychology and/or Sociology.

A minimum of 62 semester hours are required to complete this program. All students must complete a minimum of 6 semester hours in Mathematics and 6 semester hours in Science. Students are advised to select the electives based on the requirements of their transfer institutions. Students are advised to take, as additional electives, microcomputer applications courses recommended by the Social Science faculty.

Students may, based on their area of interest and requirements of the transfer institution, develop Advisement Tracks in History, Political Science/Public Affairs, Psychology, or Sociology. Recommended Advisement Track courses are given below.

HISTORY Social Science should include: SS 183-184, 283-284. Literature Elective: EN 231-232 or 233-234. Suggested Electives: EC 282-283.

POLITICAL SCIENCE/PUBLIC AFFAIRS Social Science should include: SS 283-284, 282, and 278 or 383. Literature Elective: EN 231-232 or 233-234. Math Elective: MA 160. Suggested Electives: EC 282-283.

PSYCHOLOGY Social Science Elective: SS 291, 292, 297, 281. Math Elective: MA 160. Science Elective: SC 135 or BI 171, and SC 139 or BI 173. Suggested Elective: FL 143-144, 243-244.

SOCIOLOGY Select three Sociology courses from: SS 281, 264, 294, 386, 387, 382. Select three Soc. Sci. courses from: SS 183-184, 283-284, 293, 291, 282. Literature Elective: EN 231-232 or 233-234. Math Elec.: MA 160.

LIBERAL ARTS AND SCIENCES: MATHEMATICS (A.S.)
APC — 0221

This program is designed for students who plan to transfer and continue their studies in mathematics leading to a Bachelor's degree. Preparation for the professional field of mathematics leading to a variety of careers in industry, government, research, or teaching can be initiated with this program.

FIRST YEAR

First Semester

EN 125 Freshman English I	3
MA 157 A. Geo. & Calculus I*	4
Foreign Language	3
Science**	4
Physical Education	<u>1</u>
	15

Second Semester

EN 126 Freshman English II	3
MA 158 A. Geo. & Calculus II	4
Foreign Language	3
Science**	4
Physical Education	<u>1</u>
	15

SECOND YEAR

First Semester

MA 257 A. Geo. & Calculus III	4
Science**	3-4
Humanities Elective	3
CS Elective***	3
Social Science Elective	<u>3</u>
	16-17

Second Semester

MA 258 Differential Equations	4
MA 259 Linear Algebra	3
Science**	3-4
Humanities Elective	3
Social Science Elective	<u>3</u>
	16-17

*Prerequisite courses available.

**PH 171-172 and two additional science courses with ES, PH, CH, and/or BI designations required.

***One computer programming course such as CS 120, 123, 124, or equivalent required.

A minimum of 62 semester hours are required for graduation. Students are advised to select the electives based on the requirements of their transfer institutions.

NATURAL RESOURCES CONSERVATION (A.A.S.)

APC — 0617

The Natural Resources Conservation curriculum is designed to provide students with the educational background required to actively seek employment from government and private agencies in the areas of lands, parks and wildlife management. The program has developed a close working relationship with the NYS Department of Environmental conservation and additional work experience-related independent study credits are available during summers, winter inter-session and fall and spring semesters. The program can also provide the flexibility to allow students to transfer to baccalaureate degree programs in conservation.

The SUNY College of Environmental Science and Forestry, and the SUNY College at Plattsburgh provide upper division transfer programs in Environmental and Resource Management. In addition, Haywood Technical College (Clyde, North Carolina) provides the following certificate programs: Sawyer, Saw Filer, and Lumber Specialists. Students planning to transfer to these institutions must consult with their Instructor or see a Counselor before they begin their study at Fulton-Montgomery Community College.

FIRST YEAR

First Semester

NR 223 Forest Management I**	3
SC 131 Environmental Physics	3
EN 125 Freshman English I	3
SC 141 Intro. Biology I <u>or</u>	
BI 171 Modern Biology***	3-4
Mathematics <u>or</u> Elective*	3-4
	15-17

Second Semester

NR 224 Forest Management II**	3
SC 170 Intro. Chemistry <u>or</u>	
CH 173 Fundamentals of Chemistry I	3-4
EN 126 Freshman English II <u>or</u>	
EN 127 Technical English	3
Mathematics	4
Elective***	3
Microcomputers	2
	18-19

SECOND YEAR

First Semester

NR 126 Principles of Soil & Water**	3
NR 241 Water Resource Mgt. I**	3
SC 143 Earth Systems <u>or</u>	
BI 172 Plant Biology <u>or</u>	
BI 173 Animal Biology**	3-4
Mathematics	3-4
Social Science Elective	3
Physical Education	1
	16-18

Second Semester

NR 242 Water Resource Mgt. II**	3
NR 250 Solid & Hazardous Waste	3
BI 176 Ecology	3
SU 101 Surveying	3
Social Science Elective****	3
Physical Education	1
	16

*Math placement depending upon preparation, must include MA 142 or higher (statistics recommended). MA 151-154 recommended for transfer.

**Classes may meet at sites other than main campus. Students make own transportation arrangements. Overnight and weekend trips may be required in NR courses.

***BI 171, BI 172, BI 173, CH 173 recommended for transfer. Students taking BI 172 or BI 173 (offered Spring only) should take second semester elective in the third semester.

****SS 282 Recommended

OFFICE TECHNOLOGY: ADMINISTRATIVE (A.A.S.)
APC — 0625

The Office Technology: Administrative Program provides the necessary foundation for positions as administrative assistants, secretaries, stenographers, and receptionists in support positions in computerized offices in business, government, and industry. Courses may be elected in Medical, Legal, or Desktop Publishing.

FIRST YEAR

First Semester

EN 125 Freshman English I	3
OT 131 Beginning Shorthand <u>or</u>	
Electives	5
OT 134 Intermediate Keyboarding*	3
Mathematics <u>or</u> Science**	3-4
Microcomputers	<u>2</u>
	16-17

Second Semester

OT 183 Intermediate Shorthand	4
BU 137 Business Communications	3
OT 239 Intro. to Office Sys. & Tech.	3
OT 134 Intermediate Keyboarding*	0-3
Social Science Elective	3
Business Elective	<u>3</u>
	16-19

SECOND YEAR

First Semester

OT 233 Advanced Shorthand <u>or</u>	
Career Electives**	3-4
OT 235 Admin. Support Procedures I	3
OT 240 Word Processing Applications I	3
Career Electives**	2-3
Liberal Arts Elective	3
Physical Education	<u>1</u>
	16-17

Second Semester

OT 236 Admin. Support Procedures II <u>or</u>	
Career Electives*	3
OT 230 Machine Transcription	3
Career Electives**	3
Liberal Arts Electives	7-8
Physical Education	<u>1</u>
	17-18

*Depending on preparation-completion of OT 134 required for graduation.

**Students interested in pursuing a career in Legal, Medical, or Desktop Publishing, should work closely with an academic advisor in selecting courses under the Office Technology: Administrative program.

A minimum of 65 semester hours are required for graduation, including 20 semester hours of liberal arts and science courses in addition to 2 semester hours of physical education.

OFFICE TECHNOLOGY: CLERICAL APC — 0935

This program leads to a certificate after one year of study. It is designed to provide students with concentrated skill training for immediate employment. However, all credits can be applied toward an Associates degree.

Emphasis is on applying basic clerical skills such as typewriting, administrative support procedures, and business communications in a computerized office environment. An individualized audio-visual tutorial instructional system is used by the instructor in some courses. Graduates will be prepared for employment as clerk typists, receptionists, and general office workers in modern automated offices in business, industry, and government.

First Semester

OT 134 Intermediate Keyboarding*	3
OT 235 Administrative Support Procedures I	3
OT 239 Intro. to Office Systems & Technology	3
Business Elective	3
Microcomputer	2
	<hr/> 14

Second Semester

OT 230 Machine Transcription	3
OT 236 Administrative Support Procedures II	3
OT 240 Word Processing Applications I	3
BU 137 Business Communications	3
	<hr/> 12

*A student must have completed OT 133 or Equivalent. Minimum 26 credits required (29 if OT 133 is needed)

OFFICE TECHNOLOGY: WORD/INFORMATION PROCESSING (A.A.S.)
APC — 0694

The Office Technology: Word/Information Processing Program provides the necessary foundation for positions in offices with modern computer-oriented, word/information processing systems in business, government, and industry.

Program prerequisite: OT 133 Beginning Keyboarding or equivalent.

FIRST YEAR

First Semester

Second Semester

EN 125 Freshman English I	3	English Elective	3
OT 133 Beginning Keyboarding <u>or</u>		BU 137 Business Communications	3
OT 134 Intermediate Keyboarding*	3	OT 134 Intermediate Keyboarding*	0-3
OT 239 Intro. to Office Sys. & Tech.	3	OT 240 Word Processing Applications I	3
Microcomputers	2	Liberal Arts Electives	6
Business Elective	3	Physical Education	<u>1</u>
Physical Education	<u>1</u>		16-19
	15		

SECOND YEAR

First Semester

Second Semester

OT 235 Admin. Support Procedures I	3	OT 236 Admin. Support Procedures II	3
OT 241 Word Processing Applications II	3	OT 259 Office Systems Supervision	3
OT 230 Machine Transcription	3	OT 249 Word Processing Practicum <u>or</u>	
HD 221 Human Rel. & Group Dynamics	3	BU 299 Internship	3
Mathematics <u>or</u> Science	<u>3-4</u>	Electives	6
	15-16	Social Science Elective	<u>3</u>
			17-18

*Depending on preparation OT 133 Beginning Keyboarding may be required--completion of OT 134 is required for graduation.

Suggested Electives: CS Elective, GA 104.

MEDICAL INFORMATION PROCESSING (Certificate)
APC — 0045

The one-year Medical Information Processing Certificate program is designed to provide students with concentrated skill training for immediate employment. However, all credits can be applied toward an Associate Degree.

Emphasis is on practical hands-on experience in medical terminology, medical transcription, and medical administrative support procedures, as well as basic office skills. An individualized audio-visual instructional program is used by the instructor.

Graduates may be employed as medical records aides, medical transcribers, medical word processing specialists, medical office support personnel, and related careers. Jobs are available in hospitals, medical clinics, physician's offices, government agencies, and other health and related agencies. Evening and Summer registration required.

Program Prerequisite: OT 133 or equivalent.

First Semester

OT 134 Intermediate Keyboarding*	3
OT 235 Administrative Support Procedures I	3
OT 283 Medical Terminology	3
OT-285 Medical Administrative Support Procedures	3
Elective**	3
Microcomputers	2
	<hr/> 17

Second Semester

Elective**	3
BU 137 Business Communications	3
OT 287 Medical Transcription I	3
ME 284 Medical Insurance	3
	<hr/> 12

Summer Term

OT 288 Medical Transcription II	3
	<hr/> 3

*Program Prerequisite: OT 133 or equivalent.

**Suggested Electives: OT 239, 240, CS 160, HU 258, HE 136, 235, HD 221, BI 181, 182, ME 286.

A minimum of 32 semester hours are required to complete this program.

OFFICE TECHNOLOGY: WORD/INFORMATION PROCESSING (Certificate)
APC — 0996

This program leads to a certificate as a word/information processing operator at the end of one year. It prepares students for positions as word/information operators in automated offices in business, industry, and government. Most courses in the program can be used to meet the requirements for an Associate in Applied Science degree.

Program prerequisite: OT 133, or equivalent.

First Semester

OT 134 Intermediate Keyboarding*	3
OT 235 Administrative Support Procedures I	3
OT 239 Intro. to Office Systems & Technology	3
Microcomputers	2
Business Elective	3
	<hr/> 14

Second Semester

OT 230 Machine Transcription	3
BU 137 Business Communications	3
Business Elective	3
OT 236 Administrative Support Procedures II	3
OT 240 Word Processing Applications I	3
	<hr/> 15

Summer Semester or Third Semester

OT 241 Word Processing Applications II	3
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*A student must have completed OT 133 or equivalent.

A minimum of 32 semester hours (35 hours if a student is required to complete OT 133 in preparation for OT 134) are required to complete this program.

SECRETARIAL STUDIES (Certificate)
APC — 0927

This program is open to all students who have had two years of satisfactory high school training in shorthand, or its equivalent. This program leads to a certificate in secretarial studies at the end of one year. Students completing the program are qualified to accept positions as secretaries, stenographers, and receptionists in business, government and industry. All courses included in this program may be transferred to the Office Technology Administrative Degree program.

First Semester

OT 134 Intermediate Keyboarding*	3
OT 233 Advanced Shorthand	4
OT 235 Administrative Support Procedures	3
Business Electives	<u>6</u>
	16

Second Semester

OT 230 Machine Transcription	3
OT 236 Administrative Support Procedures	3
OT 239 Intro. to Office Systems & Technology	3
BU 137 Business Communications	3
Microcomputers	2
Business Elective	<u>3</u>
	17

*Must have completed OT 133 or equivalent.

A minimum of 33 semester hours are required to complete this program.

UNDERGRADUATE NURSING (A.A.S.)

APC — 0622

The Nursing Science Program offers a four-semester curriculum which provides a balance of Liberal Arts, Sciences and Nursing as illustrated below. The nursing courses assist students in gaining knowledge, attitudes, and skills essential to nursing practice in a variety of settings. Graduates of this program are prepared to take the NCLEX examination for licensure as a Registered Professional Nurse (R.N.) Successful completion of the licensing examination qualifies the graduate to assume a beginning staff nurse position in a hospital/agency.

Prerequisites: High School Biology or equivalent, Algebra and Chemistry are required. Students are required to carry their own liability insurance. A medical examination with appropriate immunizations required annually. All nursing majors must be certified in cardiopulmonary resuscitation (CPR) on admission to the nursing program.

Because of the large number of applications to the Nursing Program, it is recommended that applications for admission be on file by December 1. The final date for receipt of applications is listed in the College calendar.

FIRST YEAR

First Semester

BI 181 Anatomy & Physiology I	4
SS 291 General Psychology	3
NU 105 Nursing Science I*	7
Physical Education	<u>1</u>
	15

Second Semester

EN 125 Freshman English I	3
BI 182 Anatomy & Physiology II	4
SS 297 Developmental Psychology	3
NU 106 Nursing Science II*	7
Physical Education	<u>1</u>
	18

SECOND YEAR

First Semester

BI 282 Microbiology	4
NU 205 Nursing Science III*	9
EN 126 Freshman English II	<u>3</u>
	16

Second Semester

NU 206 Nursing Science IV*	9
SS 281 Sociology	3
NU 207 Pharmacology	3
Elective	<u>3</u>
	18

*To qualify for the next sequential nursing course, the student must earn a grade of C or higher in nursing and pass the clinical laboratory. Students are expected to provide uniforms to wear in laboratory periods. Some courses meet at sites other than main campus. Students make their own transportation arrangements. Students will be responsible for all fees for NLN tests taken in the course of study.

A minimum of 67 semester hours required for graduation, including 2 hours of physical education.

A three-week preceptorship is required for graduation and is included in NU 206.

VISUAL COMMUNICATIONS TECHNOLOGY: GRAPHIC ARTS PRINTING (A.A.S.) **APC — 0677**

The Visual Communications Technology curriculum is designed to prepare students to seek employment as technicians and entry level supervisors in the printing and publishing industries. Emphasis is directed toward acquiring contemporary job skills and knowledge in the areas of layout and design, digital typesetting, desktop publishing, paste-up and copy preparation, reproduction photography, film assembly, offset platemaking, presswork, finishing and related areas. Special emphasis is on the development of problem-solving ability and skills in the areas of offset lithography, reproduction photography, typesetting and film assembly.

FMCC prepares students to enter into the many technical and career opportunities existing in the commercial printing, publishing, newspaper, books and the advertising field. Other specialty areas include in-plant printing, supply, paper sales, customer service and other allied industries.

Technical knowledge of science-oriented areas, such as chemistry, physics and mathematics are developed. A balance of practical application and theory will enable the individual to enter the job market immediately after graduation or continue to develop their career through higher education. The program is designed to provide some flexibility for transfer to schools offering baccalaureate-related degrees in graphic communications.

FIRST YEAR

First Semester

EN 125 Freshman English I	3
GA 101 Intro. to Graphic Comm. Technology .	3
AR 150 Basic Design	3
ER 101 Principles of Photography	3
Keyboarding/Microcomputers*	3
Physical Education	<u>1</u>
	16

Second Semester

GA 103 Advanced Graphic Comm. Tech. . .	3
GA 104 Comp. & Desktop Publishing Sys. .	3
EN 126 Freshman English II <u>or</u>	
EN 127 Technical English <u>or</u>	3
Mathematics**	3-4
Elective	3
Physical Education	<u>1</u>
	16-17

SECOND YEAR

First Semester

GA 105 Graphic Arts Lay. & Des.	3
GA 106 Graphic Arts Production	3
SC 170 Intro. Chemistry I	3
Elective	3
Social Science Elective	<u>3</u>
	15

Second Semester

GA 107 Production Management	3
ER 102 Advanced Photography	3
SC 162 Physics	3
Elective	5-6
Social Science Elective	<u>3</u>
	17-18

*Three credits of course work to be selected from: BU 100, 113, 123, 133, 200, CS 101, 104, and 106.

**Mathematics placement dependent upon preparation, competence at level of MA 142 or higher required.

Suggested electives: BU 170, GA 108, ER 150, 151, AR 200.

A minimum of 64 semester hours required for graduation, including 2 hours of physical education.

DESKTOP PUBLISHING: DIGITAL TYPESETTING (Certificate)
APC — 1094

9-3710

The one-year Desktop Publishing/Digital Typesetting program is designed to provide contemporary skills and knowledge in desktop publishing computers and typesetting systems. Students will learn by building keyboarding and computer skills through various computer modules, software packages and keyboarding courses. This program will provide essential background, knowledge, and skills needed for employment in the publishing, advertising, commercial printing, in-plant printing, and newspaper industries.

First Semester

GA 101 Intro. Graphic Communications	3
Microcomputers	2
BU 100 Computer Keyboarding	1
CS 101 Micro/Word Processing	1
EN 125 Freshman English	3
ER 101 Principles of Photography	3
CO 171 Intro. Mass Communications	3
	<u>16</u>

Second Semester

CS Elective*	3
GA 103 Advanced Graphic Communications	3
GA 104 Composition & Desktop Publishing Systems	3
BU 170 Principles of Advertising	3
Mathematics (142 or Higher)	3-4
	<u>15-16</u>

*CS 160 Recommended

ONE-PLUS-ONE TRANSFER DEGREE PROGRAMS

In cooperation with the State University Colleges of Technology at Canton and at Cobleskill, and with the College of Environmental Science and Forestry, Fulton-Montgomery Community College offers "one-plus-one" programs in the following areas:

with Canton:

Industrial Technology

Mortuary Science

Science Laboratory Technology: Biology

Science Laboratory Technology: Milk & Food Quality Control

with College of Environmental Science & Forestry:

Forest Technology

with Cobleskill:

Biological Technology

Chemical Technology

Floriculture

Public Health Technology: Environmental Health

Science Laboratory Technology: Histotechnology

A student in a one-plus-one program spends the first year at Fulton-Montgomery taking courses prescribed for the program. Upon successful completion of this first year (minimum of 1.75 average), the student is guaranteed transfer into the program at Canton, Cobleskill or Forestry for the final year of the program and the award of the Associate degree. A second application is necessary during the first year (except Forest Technology which requires admission by ES&F before starting at FMCC). The Office of Career Planning assists students with the transfer process.

ONE-PLUS-ONE: CHEMICAL TECHNOLOGY (A.A.S.)
APC — 0535

An agreement with Cobleskill College of Technology enables FMCC to offer the first half of this program. Upon successful completion of the first year courses below, acceptance will be granted to Cobleskill College of Technology. The degree will not be awarded by FMCC; it will be awarded by Cobleskill College of Technology upon successful completion of this program.

FIRST YEAR — FULTON-MONTGOMERY COMMUNITY COLLEGE

First Semester

EN 125 Freshman English I	3
CH 173 Fund. of Chemistry I	4
Mathematics*	3-4
Elective	2-3
Social Science Elective	3
Physical Education	<u>1</u>
	16-18

Second Semester

EN 127 Technical English <u>or</u>	
EN 126 Freshman English II	3
CH 174 Fund. of Chemistry II	4
Mathematics*	3-4
Social Science Elective	3
Elective	3
Physical Education	<u>1</u>
	17-18

SECOND YEAR — COBLESKILL COLLEGE OF TECHNOLOGY

First Semester

CHEM 231 Organic Chemistry I	4
CHEM 241 Quantitative Analysis	4
Specialization Electives**	<u>2-4</u>
	16-18

Second Semester

CHEM 232 Organic Chemistry II	4
CHEM 244 Instr. Analysis	4
CHEM 130 Computer Applications in	
Nat. Science <u>or</u>	
COMP 150	3
Specialization electives**	4
Electives	<u>0-2</u>
	15-17

*Mathematics placement dependent upon preparation, competence in intermediate algebra required.

**Courses chosen from biology, chemistry, physics, math, data processing, or physical science.

A minimum of 66 semester hours are required to complete this program. Thirty-three semester hours to be completed on the Cobleskill campus.

ONE-PLUS-ONE: FLORICULTURE (A.A.S.)
APC — 0643

An agreement with Cobleskill College of Technology enables FMCC to offer the first half of this program. Upon successful completion of the first year courses below, acceptance will be granted to Cobleskill College of Technology. The degree will not be awarded by FMCC; it will be awarded by Cobleskill College of Technology upon successful completion of this program.

FIRST YEAR — FULTON-MONTGOMERY COMMUNITY COLLEGE

First Semester

EN 125 Freshman English I	3
BI 171 Modern Biology	4
Social Science Elective	3
Electives	6
Physical Education	<u>1</u>
	17

Second Semester

EN 127 Technical English <u>or</u>	
EN 126 Freshman English II	3
BI 172 Plant Biology	4
Social Science Elective	3
Electives	6
Physical Education	<u>1</u>
	17

SECOND YEAR — COBLESKILL COLLEGE OF TECHNOLOGY

First Semester

OH 111 Floral Design I	3
OH 131 Floriculture	3
PH 113 Plant Science Laboratory Techniques .	1
PH 141 Nursery Management I	3
PH 181 Plant Pathology	3
OH 200-210 Plant Science Occupational	
Experiences	1
OH 251 Greenhouse Management	<u>3</u>
	17

Second Semester

OH 172 Flower Shop Management	3
OH 186 Entomology	3
PH 114 Plant Science Laboratory Techniques	1
OH 212 Floral Design II	3
OH 200-210 Plant Science Occupational	
Experiences	1
PH 232 Floriculture II	3
AG 111 Intro. to Soil Science	<u>3</u>
	17

A minimum of 68 semester hours are required to complete this program.

ONE-PLUS-ONE: FOREST TECHNOLOGY (A.A.S.)
APC — 0620

An agreement with The College of Environmental Science and Forestry enables FMCC to offer the first half of this program. Upon successful completion of the first year courses below, acceptance will be granted to The College of Environmental Science and Forestry. The degree will not be awarded by FMCC; it will be awarded by The College of Environmental Science and Forestry upon successful completion of this program.

FIRST YEAR — FULTON-MONTGOMERY COMMUNITY COLLEGE

First Semester

EN 125 Freshman English I	3
BI 171 Modern Biology <u>or</u>	
SC 141 Intro. Biology I	3-4
EC 180 Intro. to Economics	3
Mathematics*	3-4
Elective	3
	15-17

Second Semester

EN 126 Freshman English II	3
BI 172 Plant Biology <u>or</u>	
BI 173 Animal Biology <u>or</u>	
SC 142 Intro. Biology II	3-4
Mathematics*	3-4
Electives	6
	15-17

SECOND YEAR — RANGER SCHOOL
WANAKENA CAMPUS

Courses in area of specialization.

*Mathematics placement dependent upon preparation; competence in algebra and trigonometry, or higher mathematics required.

Concurrent application to Fulton-Montgomery and to the College of Environmental Science and Forestry is required. Decisions on admission to the Forest Technology program are rendered by the College of Environmental Science and Forestry.

ONE-PLUS-ONE: INDUSTRIAL TECHNOLOGY (A.A.S.)
APC — 0583

An agreement with Canton College of Technology enables FMCC to offer the first half of this program. Upon successful completion of the first year courses below, acceptance will be granted to Canton College of Technology. The degree will not be awarded by FMCC; it will be awarded by Canton College of Technology upon successful completion of this program.

FIRST YEAR — FULTON-MONTGOMERY COMMUNITY COLLEGE

First Semester

EN 125 Freshman English I	3
PH 171 Physics I	4
EL 125 Electricity	4
MA 151 Inter. Algebra <u>or</u>	
MA 142 Technical Mathematics	4
MD 171 Engineering Graphics	3
Physical Education	<u>1</u>
	19

Second Semester

EN 126 Freshman English II, <u>or</u>	
EN 127 Technical English	3
PH 172 Physics II	4
EL 126 Electricity	4
MA 154 Mathematics <u>or</u>	
MA 151 Intermediate Algebra	4
Physical Education	<u>1</u>
	16

SECOND YEAR — CANTON COLLEGE OF TECHNOLOGY

First Semester

30310 Strength of Materials	4
40614 Basic Calculus	4
Technical Electives*	<u>8</u>
	16

Second Semester

30421 Electronics	4
30621 Fluid Power Systems	4
Social Science	3
Technical Electives*	<u>5-6</u>
	16-17

***Technical Electives:**

30604 Manufacturing Processes I
 30202 Automotive Welding
 30303 Elementary Surveying
 30304 Construction I
 30624 Shop Practice
 30605 Engineering Drawing II
 30607 Manufacturing Processes II
 30307 Construction Drafting
 30306 Hydraulics

30117 Intro. to Alternate Energy
 30108 Plumbing Design
 30314 Project Management
 30614 Work Simplification & Measurement
 30118 Active & Passive Energy Systems I
 30619 Quality Control
 30620 Production Planning
 30119 Active & Passive Energy Systems II
 30002 Computer Applications

A total of 64 semester hours are required to complete this program.

ONE-PLUS-ONE: MORTUARY SCIENCE (A.A.S.)
APC — 0599

An agreement with Canton College of Technology enables FMCC to offer the first half of this program. Upon successful completion of the first year courses below, acceptance will be granted to Canton College of Technology. The degree will not be awarded by FMCC; it will be awarded by Canton College of Technology upon successful completion of this program.

FIRST YEAR — FULTON-MONTGOMERY COMMUNITY COLLEGE

First Semester

EN 125 Freshman English I	3
BU 101 Principles of Business	3
BU 171 Business Law	3
SS 291 General Psychology	3
BI 181 Anatomy & Physiology I	4
	<u>16</u>

Second Semester

EN 126 Freshman English II <u>or</u>	
EN 132 Speech	3
BI 182 Anatomy & Physiology II	4
BU 121 Accounting I	4
BU 165 Small Business Management	3
Introductory level Computer Course	3
Physical Education	<u>1</u>
	<u>18</u>

SECOND YEAR — CANTON COLLEGE OF TECHNOLOGY

First Semester

105011 Funeral Traditions: Past & Present	3
105120 Funeral Home Management	3
105110 Embalming & Aseptic Techniques	4
102109 Pathology	3
410070 Sociology of Death and Dying	<u>3</u>
	<u>16</u>

Second Semester

10504 Clin. Theory, Pract. & San. II	4
10506 Senior Seminar	3
10508 Restorative Art	4
10509 Mort. Hyg. & San. Sci.	3
Social Science Elective	<u>3</u>
	<u>17</u>

Summer

10507 Clinical Practicum	2
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A minimum of 69 semester hours are required to complete this program.

**ONE-PLUS-ONE: PUBLIC HEALTH TECHNOLOGY:
ENVIRONMENTAL HEALTH (A.A.S.)
APC — 0624**

An agreement with Cobleskill College of Technology enables FMCC to offer the first half of this program. Upon successful completion of the first year courses below, acceptance will be granted to Cobleskill College of Technology. The degree will not be awarded by FMCC; it will be awarded by Cobleskill College of Technology upon successful completion of this program.

FIRST YEAR — FULTON-MONTGOMERY COMMUNITY COLLEGE

First Semester

EN 125 Freshman English I	3
CH 173 Fund. of Chemistry I	4
BI 171 Modern Biology	4
Mathematics*	3-4
Physical Education	<u>1</u>
	15-16

Second Semester

EN 127 Technical English <u>or</u>	
EN 126 Freshman English II	3
CH 174 Fund. of Chemistry II	4
BI 173 Animal Biology	4
BI 282 Microbiology	4
Mathematics*	<u>3-4</u>
	18-19

SECOND YEAR — COBLESKILL COLLEGE OF TECHNOLOGY

First Semester

ENHT 207 Milk and Food Sanitation	3
PHYS 111 <u>or</u>	
PHYS 211 Physics I	4
ENHT 109 Water Supply	3
SOSC, PSYC, <u>or</u> HIST Elective	3
Electives	<u>3-4</u>
	16-17

Second Semester

ENHT 101 Intro. to Environmental Health . .	3
SOSC, PSYC, <u>or</u> HIST	3
Electives	9-10
PHED Physical Education	<u>1</u>
	16-17

*Mathematics placement dependent upon preparation, competence at level of MA 154 or higher required.

A minimum of 66 semester hours are required to complete this program. Thirty-three semester hours to be completed on the Cobleskill campus.

ONE-PLUS-ONE: SCIENCE LABORATORY TECHNOLOGY: BIOLOGY (A.A.S.) APC - 0584

An agreement with Canton College of Technology enables FMCC to offer the first half of this program. Upon successful completion of the first year courses below, acceptance will be granted to Canton College of Technology. The degree will now be awarded by FMCC, it will be awarded by Canton College of Technology upon successful completion of this program.

FIRST YEAR - FULTON MONTGOMERY COMMUNITY COLLEGE

First Semester	Second Semester
EN 123 Freshman English I	EN 123 Freshman English II
BI 171 Modern Biology	BI 172 Plant Biology
CH 173 Fund. of Chemistry I	CH 174 Fund. of Chemistry II
Mathematics I	BI 243 Microbiology
Physical Education	Social Science Elects
	16

SECOND YEAR - CANTON COLLEGE OF TECHNOLOGY

First Semester	Second Semester
0020 Career	Electives 4-5
0021 Social Science	0011 Biochemistry
Electives 1-3	0224 Microbiology
00109 Quantitative Analysis & Standardization	00110 Soil Analysis
0212 Food Bio & Food	0017 Food Micro & Preservation
0201 Princ. of Agr. Research	0011 Food Microbiology & Food Preservation
0210 Dairy & Food Micro	0018 Food Microbiology & Food Preservation
0011 Soil Science	0019 Food Microbiology & Food Preservation
0010 Dairy & Food Sci I	0010 Food Sci & Food
0213 Freshwater Ecology	0015 Statistics
	0016 Medical Microbiology
	0017 Remedial
	16

A minimum of 64 semester hours are required to complete this program.

ONE-PLUS-ONE: BIOLOGICAL TECHNOLOGY (A.A.S.)

APC — 0614

An agreement with Cobleskill College of Technology enables FMCC to offer the first half of this program. Upon successful completion of the first year courses below, acceptance will be granted to Cobleskill College of Technology. The degree will not be awarded by FMCC; it will be awarded by Cobleskill College of Technology upon successful completion of this program.

FIRST YEAR — FULTON-MONTGOMERY COMMUNITY COLLEGE

First Semester

EN 125 Freshman English I	3
CH 173 Fund. of Chemistry I	4
BI 171 Modern Biology	4
Mathematics (MA 154 suggested)	3-4
Physical Education	<u>1</u>
	15-16

Second Semester

EN 126 Freshman English II <u>or</u>	
EN 127 Technical English	3
CH 174 Fund. of Chemistry II	4
BI 173 Animal Biology	4
Mathematics (MA 160 suggested)	3-4
SS Elective	<u>3</u>
	17-18

SECOND YEAR — COBLESKILL COLLEGE OF TECHNOLOGY

First Semester

BIOL 219 Microbiology	4
SOSC, PSYC, <u>or</u> HIST Electives	3
Specialization Electives*.	6
Electives	<u>3-5</u>
	16-18

Second Semester

CHEM 244 Instrumental Analysis <u>or</u>	
BIOL 264 Adv. Biol Methods	3-4
PHED Physical Education	1
BIOL 158 Human Physiology <u>or</u>	
BIOL 117 Botany II <u>or</u>	
BIOL 136 Vert. Biology	3
Specialization Elective*	3
Electives	<u>5-7</u>
	16-18

*SPECIALIZATION ELECTIVES: 8-9 semester hours of courses with BIOL, CHEM, ENHT, MATH, or PHYS numbers offered on the Cobleskill campus other than BIOL 111-112, CHEM 111-112, CHEM 121-122, BIOL 158, BIOL 117, BIOL 136, BIOL 264, CHEM 244 or their equivalents at FMCC. Students must take a minimum of 8 semester hours of specialization elective (9 s.h. will be required of students who take BIOL 264).

A minimum of 66 semester hours are required to complete this program. Thirty-three semester hours to be completed on the Cobleskill campus.

ONE-PLUS-ONE: SCIENCE LABORATORY TECHNOLOGY HISTOTECHNOLOGY (A.A.S.) APC - (600)

An agreement with Cobleskill College of Technology enables FMCC to offer the first half of this program. Upon successful completion of the first year courses below, acceptance will be granted to Cobleskill College of Technology. The degree will not be awarded by FMCC, it will be awarded by Cobleskill College of Technology upon successful completion of this program.

FIRST YEAR - FULTON MONTGOMERY COMMUNITY COLLEGE

Fall Semester	Spring Semester
EN 123 Freshman English I	EN 127 Freshman English II
CH 173 Fund. of Chemistry I	EN 126 Freshman English II
BI 171 Modern Biology	CH 174 Fund. of Chemistry II
Mathematics*	BI 173 Animal Biology
Physical Education	Mathematics**
	Elective***
	Physical Education
	18.00

SECOND YEAR - COBLESKILL COLLEGE OF TECHNOLOGY

Fall Semester	Spring Semester
BIOL 251 Microbial Histology	BIOL 158 Human Physiology
BIOL 250 Microbial Anatomy	BIOL 252 Microbial Immunology
ANSC 250C of FINE	BIOL 255 Animal Pathology
BIOL 114 Med. Chem.	ANSC 250C of FINE
Science Elective***	Elective****
Liberal Arts	

Summer semester

BIOL 275 Veterinary Clinical Experience and Laboratory Technology (200)	0.00
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*Mathematics placement dependent upon preparation. Completion of EN 123 or MA 123 or higher required.

**May be Microbiology.

***Science Elective - Any BIOL, CHEM, ENIT, MATH, or PHYS course. Suggested electives include: Organic Chemistry, Microbiology, Advanced Biological Techniques, Biochemistry, Medical Laboratory Practice, and Instrumental Analysis.

****Completion of this course is required in order to take the American Society of Clinical Pathology Registry Examination for Histology Technician. BIOL 275 is not a degree requirement but may be applied toward the degree credit. If this is done, the degree will be received in August.

A minimum of 60 semester hours are required to complete this program. Thirty-three semester hours to have be completed by the Cobleskill campus.

**ONE-PLUS-ONE: SCIENCE LABORATORY TECHNOLOGY:
MILK & FOOD QUALITY CONTROL (A.A.S.)
APC — 0584**

An agreement with Canton College of Technology enables FMCC to offer the first half of this program. Upon successful completion of the first year courses below, acceptance will be granted to Canton College of Technology. The degree will not be awarded by FMCC; it degree will be awarded by Canton College of Technology upon successful completion of this program.

FIRST YEAR — FULTON-MONTGOMERY COMMUNITY COLLEGE

First Semester

EN 125 Freshman English I	3
BI 171 Modern Biology <u>or</u>	
SC 141 Intro. to Bio. I	3-4
CH 173 Fund. of Chemistry I	4
Social Science Elective	3
Mathematics	<u>3-4</u>
	16-18

Second Semester

EN 126 Freshman English II <u>or</u>	
EN 127 Technical English	3
BI 282 Microbiology	4
CH 174 Fund. of Chemistry II	3
Social Science Elective	3
Physical Education	<u>1</u>
	14

SECOND YEAR — CANTON COLLEGE OF TECHNOLOGY

First Semester

10301 Dairy & Food Science I	3
10220 Careers	1
10201 Principles of Environmental Health . . .	3
10210 Dairy & Food Micro.	4
10304 State Lic. for Milk	3
10212 Field Bio. & Ecol. <u>or</u>	
10109 An. Science <u>or</u>	
19213 Freshwater Bio.	<u>3-4</u>
	17-18

Second Semester

10302 Dairy & Food Sci. II	3
10303 Food Prod. Eval.	2
10306 Elem. of Food Sanitation	4
10305 Water Supplies & Sewage Treatment .	3
10211 Envir. Microbiology	3
10307 Dairy Lab Instrumentation	<u>2</u>
	17

A minimum of 64 semester hours are required to complete this program.

COURSE DESCRIPTIONS

GENERAL NOTE: All courses described in this catalog will be regularly offered unless noted as follows: F — fall semester only; WI — intersession/winter term only; S — spring semester only; SU — summer session only. The College reserves the right to cancel any course when the enrollment is insufficient to support the course. The right is also reserved not to offer a course if resources become unavailable or if the course has been dropped from the curriculum since the last printing of the catalog: s.h. means semester hours.

Courses are listed in alphabetical order by title. An index of page numbers is found in the back of this book.



Non-Credit Laboratory Courses

The purpose of these labs is to provide supplementary instruction for students who desire it on a non-credit basis. Fees are covered as part of credit tuition and/or lab fees.

C001 Computer Laboratory Non-Credit

This course has been designed to provide supervised hands-on computer experience for those students enrolled in data processing and mathematics courses requiring understanding of computer operation and use of computer terminals. *Hours will vary according to student needs.*

C002 MTL Center Non-Credit

This course is designed to provide instructional support for those students enrolled in secretarial science and word processing courses and to provide alternate instructional experiences for those who wish to learn independently. *Hours will vary according to student needs.*

C003 Nursing Laboratory Non-Credit

This course has been designed to provide instructional support for those students enrolled in nursing courses and to provide alternate instructional experiences for those who wish to learn independently. *Hours will vary according to student needs.*

C004 Mathematics Laboratory Non-Credit

This course has been designed to provide remedial assistance in mathematics for students planning to enroll or currently enrolled in any of the traditional mathematics courses offered at the College. *Hours will vary according to student needs.*

C005 Accounting Laboratory Non-Credit

This course has been designed to provide remedial support experiences for those students enrolled in traditional accounting courses, and to provide alternative experiences for those who wish to learn independently to update their vocational skills in accounting. *Hours will vary according to student needs.*

C006 Study Skills Laboratory Non-Credit

Students will work independently under the supervision of the instructor, who will set up an individualized remedial program to enhance the student's study skills and college level

performance. *Hours will vary according to student needs.*

C007 Electricity Laboratory Non-Credit

This course has been designed to provide hands-on electric circuitry experience for those students enrolled in electrical programs who require additional work in electricity. *Hours will vary according to student needs.*

C008 Academic Software Skills Non-Credit

This course has been designed to provide academic computing skills experience for those student's enrolled in Career/Liberal Arts & Science programs, which require additional work with various software packages. *Hours will vary according to student needs.*

Non-Credit Intensive English Language Program

Beginning Level

EF 051 Beginning Grammar Non-Credit

An introduction to the basic grammatical structure of English. Recognition and production in written and oral contexts. Related writing and speaking activities. This course may lead to further English language studies at higher levels, or be repeated depending on the progress of the student. *Hours of class per week: 5.*

EF 052 Beginning Writing Non-Credit

Written reinforcement of grammatical concepts and basic writing tasks. Sentence-level activities, practice in grouping sentences and handwriting improvement. This course may lead to further English language studies at higher levels, or be repeated depending on the progress of the student. *Hours of class per week: 5.*

EF 054 Beginning Reading Non-Credit

Practice in comprehension of basic written communication, simple descriptive and narrative texts. Reading skills as stimulation of writing and speaking activities. Vocabulary expansion. This course may lead to further English language studies at higher levels, or be repeated depending on the progress of the student. *Hours of class per week: 5.*

EF 056 Beginning Speaking/

Listening

Non-Credit

Practice in simple conversational skills and comprehension. Read discursive, descriptive, and narrative texts. Building and comprehension of main ideas and inferences. Related reading and writing activities. Individual learning required. This course may lead to further English language studies at higher levels or be repeated depending on the progress of the student. Hours of class per week: 3.

Intermediate Level

These courses are designed to act as a transition between ESL and academic or vocational program college-level courses for employment and study opportunities. By advice and communication of the ESL faculty, students may also be allowed to take credit-bearing courses related to their academic goals.

EF 101 Intermediate Grammar Non-Credit

A study of the grammatical forms necessary for effective communication and comprehension at the college level. This course may lead to further English language studies at higher levels or be repeated depending on the progress of the student. Hours of class per week: 3.

EF 102 Intermediate Writing Non-Credit

Development of written communication skills in preparation for college, expository, and argumentative assignments. Reinforcement of comprehension and concepts and comprehension of the paragraph and short essay level. Writing goals of writing, reading, and speaking skills. This course may lead to further English language studies at higher levels or be repeated depending on the progress of the student. Hours of class per week: 3.

EF 103 Intermediate Reading Non-Credit

Practice in comprehension of reading, narrative, study skills, narrative texts and expository writing. Discourse under vocabulary expansion. Related writing and speaking activities. This course may lead to further English language studies at higher levels or be repeated depending on the progress of the student. Hours of class per week: 3.

EF 104 Intermediate Speaking

Listening

Non-Credit

Development of speaking skills in conversational and academic contexts. Practice in expository

and discursive writing. Related reading and writing activities. As well as the basic and academic study skills. Individual learning required. This course may lead to further English language studies at higher levels or be repeated depending on the progress of the student. Hours of class per week: 3.

EF 108 Orientation in American

Culture

Non-Credit

Assistance through lecture and group learning and guest speaker series in adjustment to life and values of EMU and the surrounding community, and in understanding aspects and practices aspects of American culture. May also be an incoming international students. Hours of class per week: 1 hour.

Accounting

BL 121 Accounting I 4 s/h

Introductory course in accounting. Emphasis on accounting theory. Theory of debit and credit, double-entry accounting system, and accounting cycle. Accounting for assets and liabilities, current assets, current liabilities, and plant assets; preparation of financial statements. Emphasis on computerized accounting. Computer assignments will be assigned through the network.

BL 122 Accounting II 4 s/h

Continuation of BL 121. Accounting for capital, property, depreciation, and inventory; liquidation of partnership and corporation; and other special transactions. BL 122 is a prerequisite for BL 221.

BL 123 Office Accounting 3 s/h

Practical aspects of accounting cycle, journalizing, and posting. Includes cash sales, sales discounts, sales returns, and sales allowances. Includes purchase discounts, purchase returns, and purchase allowances. Includes bank deposits, bank checks, and bank reconciling. Includes payroll, payroll taxes, and payroll deductions. Includes depreciation, amortization, and depletion. Hours of class per week: 3.

BL 221 Intermediate Accounting I 4 s/h

Corporate accounting emphasis. Main classification of assets, liabilities, and equity statements, including cash, investments, receivables, and payables. Hours of class per week: 4.

Computer assignments will be used. *Prerequisite:* BU 122. *Hours of class per week:* 4.

BU 222 Intermediate Accounting II S 4 s.h.
A continuation of the studies in BU 221, including analysis of liabilities, stockholders equity, land, buildings, and equipment. Computer assignments will be used. *Prerequisite:* BU 221. *Hours of class per week:* 4.

BU 224 Cost Accounting F 3 s.h.
Accounting for direct labor, materials, and factory overhead under both on job order costing and process costing. Standard cost principles and procedures, budgeting and direct decision making are among other topics covered. *Prerequisite:* BU 122. *Hours of class per week:* 3.

BU 225 Federal Income Taxes S 3 s.h.
Federal and State income tax laws and regulations are studied. Taxable income, inclusions and exclusions, capital gains and losses, deductions and other topics are covered. Practice is provided in preparation of income tax returns. Emphasis is on individual returns. *Prerequisite:* BU 121 or permission of instructor. *Hours of class per week:* 3.

BU 229 Seminar in Accounting WI 3 s.h.
Reading and research on approved topics of special interest to the student. Written reports and oral presentations required. This course serves as an elective in the Accounting curriculum. *Prerequisite:* Nine semester hours in Accounting. *Hours of class per week:* 3.

BU 261 Managerial Accounting F 3 s.h.
Course is devoted to the use, rather than the construction, of accounting records and statements. Topics covered are: analysis and interpretation of financial data, flow of funds, cost concepts and applications, budget, and decision-making. *Prerequisite:* BU 122 or permission of instructor. *Hours of class per week:* 3.

Art

AR 100 Studio Art S 3 s.h.
This basic course in design drawing, painting, printmaking, and sculpture will introduce the novice artist to the varied forms of self-expression and will aid in controlling the tools which are available. There will be studio experience with a variety of art media. Emphasis will be placed on

line, color, texture, form and space. An analysis and critique of the student's studio work will be made. *Hours of class per week:* 4.

AR 101 Art History F 3 s.h.
Introduction to the history of art. A survey of world painting, sculpture, and architecture from prehistoric times to the Renaissance. Emphasis will be placed on stylistic developments and appreciation of man's aesthetic achievements. Presentation will combine lecture, text, and visual materials. *Hours of class per week:* 3.

AR 102 Art History S 3 s.h.
A continuing introductory course to the History of Art. This course surveys world painting, sculpture, and architecture, from the Renaissance to the present twentieth century. *Prerequisite:* None (AR 101 desirable). *Hours of class per week:* 3.

AR 125 Computer Graphics 3 s.h.
This course provides students with the experience of designing and implementing projects in computer graphics, animation, and fine art. The emphasis is on combining fine art techniques with computer image processing. *Hours of class per week:* 4.

AR 150 Two Dimensional Design 3 s.h.
Introduction to the elements and principles of two-dimensional design. Organization and composition on a flat surface with a variety of media. *Hours of class per week:* 4.

AR 160 Three Dimensional Design 3 s.h.
An introductory studio course on the fundamentals of sculpture. Wood, paper, metal, wire, plaster, and clay will be used to identify solutions to problems in volume, scale, weight, texture, balance, movement and tension. Ideas being transformed into sculptural statements through visual logic and creativity, utilizing a variety of construction techniques will be stressed. *Hours of class per week:* 4.

AR 200 Printmaking I F 3 s.h.
Introduction to basic printmaking process: intaglio (etching, aquatint drypoint, lift ground). The collagraph print, the relief print, (woodcut, color relief print, wood engraving). A consideration of the basic technique in printmaking. Emphasis on

self-expression via experimentation. *Prerequisite:* AR 100, equivalent or permission of instructor. *Hours of class per week:* 4.

AR 210 Drawing I

F 3 s.h.

A preliminary course which emphasizes technical and creative skills necessary to make drawings as visual language. Line, contour, gesture, volume and perspective will be covered, drawing from observation and non-observed subjects. *Hours of class per week:* 4.

AR 211 Drawing II

S 3 s.h.

An exploration in a variety of drawing media, with emphasis on personal expression. Topics include studies in perceptual as well as conceptual drawing as a preparatory sketch, as diary, and as a finished product. Emphasis will be placed on the subjective, creative process. *Prerequisite:* AR 210, or permission of Instructor. *Hours of class per week:* 4.

AR 220 Painting I

F 3 s.h.

An exploration to expand awareness of painting as a means of visual thinking and communication. Basic concepts will be stressed such as, composition, color theory, texture, value, form and content. Emphasis will also be on the variety of techniques available and personal creative solutions to specific painting problems. *Hours of class per week:* 4.

AR 221 Painting II

S 3 s.h.

A continuation in the exploration of design concepts, composition, techniques, and expressive methods utilized in painting. Emphasis will be placed on individuals defining the direction of their work. *Hours of class per week:* 4.

AR 275 Pottery

F 3 s.h.

A general course in pottery utilizing a variety of forming techniques with emphasis on coil, slab, and wheel thrown pieces, as well as ceramic sculpture. Concepts concerning clay, glazes, slips, texture, form, and firing techniques will be developed. Students will be required to furnish their own supplies. *Hours of class per week:* 4.

AR 300 Fine Arts Seminar

S 3 s.h.

This course will allow the student opportunity to develop professional presentation and career skills for employment, college transfer and exhibition opportunities. A focus will be placed on development of aesthetic judgement and

familiarization with past and current art trends. Topics will include portfolios, resumes, presentations and business matters concerning artists. *Hours of class per week:* 4.

Automotive Technology

Automotive Technology courses may meet at sites other than the main campus. Students make their own transportation arrangements.

Students require special clothing or equipment, in addition to texts. Instructor will furnish details.

AT 121 Introduction to Automotive Function

F 3 s.h.

A basic course dealing with the construction, principles of operation, and identification of chassis units and support components. Consideration will be given to tool identification, shop safety, methods of operation, special tools, automotive terminology, publications, and basic welding (arc and oxyacetylene). *Hours of class per week:* 2. *Hours of lab per week:* 2.

AT 122 Theory of Internal Combustion Engines

F 3 s.h.

Investigates the basic principles of internal combustion engines, cycles, engine types, construction, and services. Compression condition, noise identification, and internal engine condition analysis will be studied through lab experience with elementary diagnostics instruments. *Hours of class per week:* 2. *Hours of lab per week:* 3.

AT 123 Internal Combustion Engine Support Systems

S 3 s.h.

Study of the lubrication, cooling, carburation, and emission systems of the internal combustion engine. Experience will be gained in the laboratory with test equipment and the infra-red unit. *Prerequisite:* AT 121, 122, SC 161 or permission of instructor. *Hours of class per week:* 2. *Hours of lab per week:* 3.

AT 124 Automotive Electrical Systems

F 3 s.h.

Application of the principles of electricity to the design, operation, service and repair of automotive electrical starting, lighting, generating and ignition systems. *Prerequisite:* AT 121, AT 122, completion or concurrent registration in SC 162, or permission of instructor. *Hours of class per week:* 3. *Hours of lab per week:* 3.

AT 225 Automotive Chassis Systems F 3 s.h.
A more advanced study of steering and suspension designs, including rear suspension, front-end geometry, tire design features and service, and standard and power disc and drum brake systems. *Prerequisite:* AT 121, SC 162, or permission of instructor. *Hours of class per week:* 2. *Hours of lab per week:* 3.

AT 226 Power-Trains — Design Features & Analysis S 3 s.h.
Investigation of the automotive power train. Topics considered include clutches, standard transmission design, automatic transmission designs, drive lines, conventional and limited slip differentials, and axle and wheel bearing requirements. Laboratory experience with special transmission tools, measuring devices, and special pressing equipment is included. *Prerequisite:* AT 121, SC 162, completion of or concurrent registration in AT 225, or permission of instructor. *Hours of class per week:* 2. *Hours of lab per week:* 3.

AT 227 Electronic Engine & Chassis Analysis S 3 s.h.
Trouble-shooting through the use of the Sun 947 Engine Tester. The topics of scope pattern interpretation and dynamometer application and function will be studied. *Prerequisite:* AT 123, AT 124, 225, AT 226, SC 162, or permission of instructor. *Hours of class per week:* 2. *Hours of lab per week:* 3.

AT 228 Consumer Relations & Services S 3 s.h.
A course dealing with the concepts of wholesale and retail operation as they relate to service manager-customer relations, factory representation-dealer relations, and inspection and service for customer comforts. The experience will include inspection of accessories units, air conditioning system analysis, and field observation of service operation and factory representation function. *Hours of class per week:* 3.

Biology

SC 135 Introductory Biology: Molecules & Cells 3 s.h.
This course is designed for people with no or minimal background in biology. It prepares students to take upper level biology courses such as BI 171, 172, 173, 176, and 282. This course

stresses the human relevance and social implications of biology. Modern scientific developments are discussed. Cellular anatomy, physiology and energetics are discussed in genetic and ecological perspective. Laboratory investigations apply concepts presented in lecture. Observation, interpretation, and library research are integrated by means of written laboratory reports and investigation into scientific literature. *Hours of class per week:* 2. *Hours of lab per week:* 3.

SC 137 Human Biology 3 s.h.
This course in Human Biology will focus on how the systems of the human body operate and how various illnesses interfere with that operation. Lecture work will cover organ systems from a functional aspect, then diseases from a malfunctional perspective, with special attention given to the connection between malfunctions and symptoms. How treatment for disease is related (or not) to system malfunction will also be covered. Laboratories will cover simple internal anatomy, disease-causing organisms, simple diagnostics, and such topics as medical ethics and epidemiology. Laboratory approaches will vary from hands-on dissection to group discussion. *Hours of class per week:* 2. *Hours of lab per week:* 3.

SC 139 Introductory Biology: Animals & Plants S 3 s.h.
A phylogenetic approach to plant and animal groups, both living and extinct, utilizing representative fossils and live specimens when available. An understanding of the inter-relationships between and among plant and animal species is complemented by topics from comparative anatomy and physiology. Observation, interpretation and library research are integrated by means of written laboratory reports and investigation into scientific literature. Included are dissection and micro-anatomy of representative invertebrates, vertebrates, and plants, field collection, identification, and study of plants and animals of biologic interest. *Hours of class per week:* 2. *Hours of lab per week:* 3.

BI 171 Modern Biology F 4 s.h.
A course in general biological principles relating cell structure to function. Topics discussed will include the origin and evolution of life; biochemistry, energetics; the molecular basis of cell metabolism; principles of heredity and the

genetic control of cell activity; cell division; the homeostatic regulation of the cell environment. Physiological processes at the organismic level will be analyzed and correlated with the simpler manifestations at the cell level. Emphasis will be placed on modern research, the nature and philosophy of science, and the art of experimentation as carried on concurrently in the laboratory portion of the course. *Hours of class per week: 3. Hours of lab per week: 3.*

BI 172 Plant Biology S 4 s.h.

An introduction to the structure, functions, and development of seed plants, followed by a survey of the diversity and economic significance of the plant kingdom. The organs of plants will be studied in relation to their morphogenesis, functional interaction, and special physiological roles. These plant organs will also be studied in relationship to their interaction with environmental factors such as air and soil. The major plant groups will be studied from the algae through the Angiosperms. The interactions of the plants in each of these groups will be considered with respect to such concepts as energy flow, competition, parasitism, plant succession, and biome composition. Major emphasis will be placed on basic concepts of population genetics and evolution. *Prerequisite: BI 171 or permission of instructor. Hours of class per week: 3. Hours of lab per week: 3.*

BI 173 Animal Biology S 4 s.h.

An evolutionary survey of the animals, from Protozoa through Chordata, and their ecology. Both gross and microscopic structures of vertebrates and invertebrates will be studied in relation to their development, functional interactions, and special physiological roles. These concepts shall be related to paleontology, biogeography, and population genetics, so that the student will be aware of the evolutionary significance of the structures studied. Emphasis will be placed on vertebrate history and behavior, especially as it concerns the origin of man. *Prerequisite: BI 171 or permission of instructor. Hours of class per week: 3. Hours of lab per week: 3.*

BI 176 Ecology S 3 s.h.

A study of the interrelationship between living systems and their physical environment. Emphasis will be placed on the understanding of different ecosystems, their balance and dynamics. Man's

role as a member of the biosphere will be stressed. *Prerequisite: SC 135, or BI 171, or permission of instructor. Hours of class per week: 3. Field trips will be taken.*

BI 181 Anatomy & Physiology I F 4 s.h.

BI 182 Anatomy & Physiology II S 4 s.h.

Two-semester course exploring the human body as an integrated complex of systems. Fundamental concepts of biology, chemistry, and physics are explored as aids to understanding physiology of systems. Study of structure and function of each organ system, with emphasis on interrelationships. Special emphasis on cellular physiology, cellular reproduction, fluid and electrolyte balance, acid-base balance and stress as it affects endocrine and neurophysiology. *Hours of class per week: 3. Hours of lab per week: 3.*

BI 282 Microbiology 4 s.h.

This course explores the morphology, physiology, and ecology of the major groups of microorganisms. Emphasis will be placed upon recent developments in the field of disease, immunology, and clinical applications. The laboratory will illustrate techniques in identification, culturing, and isolation of microbes as well as modern applications of microbiology. *Prerequisite: BI 171 or SC 135, BI 181 recommended or permission of instructor. Hours of class per week: 3. Hours of lab per week: 3.*

Business Administration

BU 101 Principles of Business 3 s.h.

An introductory course to the diverse world of business, its structure, its operations and its impact upon each of us as employees, as consumers, as individuals, and as members of society. Course designed to acquaint the student with major disciplines of business such as: management, marketing, finance, human resource management and production management which the student may choose a career core for future study and training. Case studies and computerized and manual business games are used. *Hours of class per week: 3.*

BU 103 Mathematics of Business Finance 3 s.h.

Review of the basic fundamentals and use of shortcut operations in arithmetic computations. Use of the hand-held calculator is stressed. Instruction in financial topics dealing with bank loans, interest, credit cards, bank reconciliation,

property taxes, payroll, inventory, depreciation, trade and cash discounts, partial payments, markup and markdown, and present value. If time permits, an introduction to financial statement analysis. *Hours of class per week: 3.*

BU 125 Office Accounting **S 3 s.h.**

The course covers a full accounting cycle for a sole proprietorship service business. A section will be included where the student will apply these accounting principles to a professional enterprise. The second section of the course will concentrate on bank accounts, cash funds, and payroll accounting. A practice set for an attorney will be required that involves all of these concepts. *Hours of class per week: 3.*

BU 137 Business Communications **3 s.h.**

Emphasis on composing various types of business communications in a clear and concise manner while maintaining readers' goodwill. Course also includes a review of grammar and mechanics of writing, spelling, and some public speaking. *Prerequisite: OT 133 or equivalent recommended. Hours of class per week: 3.*

BU 140 Salesmanship **3 s.h.**

A comprehensive treatment of professional salesmanship including an analysis of consumer types and buying motives, the approach and development of sales strategy. Students required to make sales presentation in role-playing situations. Equal emphasis placed on selling consumer and industrial products. *Hours of class per week: 3.*

BU 141 Marketing **3 s.h.**

An analysis of the principles, methods, trends and problems existing in marketing. A study of the distribution function of middlemen, their movement of goods and marketing policies, with some discussion of marketing research. *Prerequisite: BU 101. Hours of class per week: 3.*

BU 151 Human Resources Management **3 s.h.**

An introduction to fundamentals of constructive personnel practices and techniques. Emphasis is placed on a knowledge of the theories of human behavior necessary to implement Human Resource policies dealing with recruitment selection, maintenance and development of human resources. *Hours of class per week: 3.*

BU 152 Operations Production Management **3 s.h.**

Objective of course is to promote a broad view of production/operations management using both descriptive and analytical material. Descriptions of production areas and the problems involved are blended with analytical approaches. *Prerequisite: BU 101. Hours of class per week: 3.*

BU 153 Supervision **S 3 s.h.**

Study of the supervisor, "key person" in a company's chain of command. Supervisory role as perceived by superiors, subordinates, and peers. Study of the skills, attitudes and aptitudes necessary for effective supervision. Emphasis placed on practical solutions to employer-employee problems within supervisor's authority and responsibility. Lecture, case discussion, and role-playing instructional techniques used. *Prerequisite: BU 101. Hours of class per week: 3.*

BU 160 Introduction to Finance **3 s.h.**

Course introduces the student to the role of finance in modern business operations, providing a survey of both internal and external financial requirements and transactions handled primarily by mid-management personnel. *Prerequisite: BU 121. Hours of class per week: 3.*

BU 164 Credit Administration **3 s.h.**

Course designed to train the student for a possible career in credit management, introducing the student to the actual problems of granting credit as faced by institutions such as banks, finance companies, and other lending institutions. *Hours of class per week: 3.*

BU 165 Small Business Management **3 s.h.**

Course provides essential concepts of starting and operating a small business. Topics covered include: initial procedures in starting a small business, record keeping, financing, labor/tax laws, promotion techniques, profit planning/cost control, inventory control, credit policies, sources of information, and franchise operations. *Prerequisite: Not open to first semester students except with permission of instructor. Hours of class per week: 3.*

BU 170 Advertising **3 s.h.**

Survey of the advertising field, policies, procedures, and practices in planning and preparing various types of advertisements and selecting media. *Hours of class per week: 3.*

BU 171 Business Law I**3 s.h.**

Course designed to familiarize the student with the law as it affects business personnel and social activities. A study of basic legal principles and procedures in addition to such topics as the origin and kinds of law, the law of contracts, sales, commercial paper, and of agency and employment should provide the student with an understanding of the rights and duties of individuals and businesses. Approach used includes case and text analyses and discussion. *Hours of class per week: 3.*

BU 172 Business Law II**3 s.h.**

This Business Law course presents an in-depth treatment of areas such as: agency and employment, partnerships, corporations, commercial paper, etc. Career oriented content related to entrepreneurship, civil service, and professional exams will be stressed. *Hours of class per week: 3.*

BU 179 Principles of Management**3 s.h.**

This course deals with the basic principles of management with applications to both entry-level as well as middle managers. Principles such as the nature and role of the manager, the decision making process, and the traditional management functions of planning, organizing, leading and controlling will be covered. *Hours of class per week: 3.*

BU 201 Principles of International Trade**S 3 s.h.**

A study of the basic concepts and theory pertaining to international business. Included in this study are cultural aspects, developed and developing countries, international trade strategies and economic integration. International marketing, management, financing, production and transportation are touched upon to acquaint the student with various areas of international business.

Prerequisites: BU 101, EC 180 or permission of instructor. Hours of class per week: 3.

BU 243 Retail Management**S 3 s.h.**

Study of the principles and problems in the management of retail operations covering organization, store planning, selecting locations, customer services, merchandising policies, stock levels, and purchasing procedures. *Prerequisite: BU 101. Hours of class per week: 3.*

BU 262 Introduction to Investments**3 s.h.**

Course related to security market structure. Investment objectives of risk, growth, and income portfolios analyzed. Topics will include stock market research, buying and selling, language, capital gains and losses, and tax considerations supported by Federal and State regulations. *Hours of class per week: 3.*

BU 295 Prj/Free Enterprize**3 s.h.**

The class will operate as a business. Together, the students participating in this class, and the instructor will develop a business plan that will become an operating tool that will help them manage their business, and work toward its success. Putting a business plan together, and writing down specifics provides students with the opportunity to evaluate their business in its entirety so that they can proceed toward its implementation. *Prerequisite(s): 6 hrs. of business courses from the following list: BU 140, 141, 151, 153, 165, 170, 179, 243, and/or permission of instructor. Hours of class per week: 3.*

BU 298-299 Business Internship**1-4 s.h.**

The Business Internship course will serve as a structure for the awarding of credit for prearranged academically applicable work experiences. Students who have satisfactorily completed relevant business courses may be placed with an approved agency on a part-time basis. Participation requires the approval of a Business Instructor and the appropriate Academic Dean. Evaluation of the student's performance will be the responsibility of the instructor. A maximum of eight (8) semester hours of credit may be earned by any one student. *Prerequisites: Previous business relevant coursework and approval of instructor and dean. Hours of class per week: 1-4.*

Chemistry

SC 170 Introductory Chemistry I**3 s.h.**

A course emphasizing the role of chemistry in daily living suitable for the non-science major or for enhancing the background of a student who is preparing for the upper level course. Topics include measurement, dimensional analysis, basic atomic theory, chemical nomenclature, periodic behavior, stoichiometry, the course is an original research paper on a chemical aspect of a topic selected by the student and approved by the instructor. *Hours of class per week: 2. Hours of lab per week: 3.*

SC 171 Introductory Chemistry II 3 s.h.

A course designed to provide a liberal arts background for students interested in gaining an understanding of the chemical principles involved in current issues such as environmental pollution, waste generation and disposal, global warming, ozone depletion, and novel new drugs and materials. Concepts include the theory of chemical bonding, introductory kinetics and equilibrium, polymer and nuclear chemistry. Course lectures are augmented by weekly lab experimentation and technical report writing. *Hours of class per week: 2. Hours of lab per week: 3.*

CH 173 Fundamentals of Chemistry I F 4 s.h.**CH 174 Fundamentals of Chemistry II S 4 s.h.**

This course provides a comprehensive introduction to fundamental chemical principles. Topics include scientific notation, dimensional analysis, thermochemistry, atomic theory, periodicity, bonding, states of matter, solutions, electrochemistry, thermodynamics, kinetics, nuclear chemistry and a brief introduction to organic chemistry. *Hours of class per week: 3. Hours of lab per week: 3.*

CH 221 Organic Chemistry I F 4 s.h.**CH 222 Organic Chemistry II S 4 s.h.**

An integrated course examining the structure, synthesis and reactions of aliphatic and aromatic organic compounds stressing the underlying principles of reaction mechanisms, kinetics, stereochemistry and detection techniques. The second half of the course (CH 222) is a continuation of the first half and includes the study of fats, carbohydrates, proteins and nucleic acids. The laboratory is designed to familiarize the student with basic techniques of organic chemistry including extractions, crystallization, distillation and chromatography and the application of these techniques to qualitative analysis and synthesis. *Prerequisite(s): CH 173-174. Hours of class per week: 3. Hours of lab per week: 3.*

Collaborative Career Learning (COCAL)

CL 191 Collaborative Career Learning I 8 s.h.**CL 192 Collaborative Career Learning II 8 s.h.**

These courses provide a structured approach to specialized individual career orientation, training, and development. Competency objectives are identified as a basis for learning. Local business and industry sites are utilized as classroom/

laboratories. A college COCAL coordinator monitors and evaluates students with industry personnel. Areas of career study will be limited to those areas not offered by the College in traditional curricula. *Prerequisite: Enrollment in Collaborative Career Learning.*

Co-requisite: Six to nine credits of on-campus study related to career area. Hours of class per week: 12 at business & industry site.

CL 193 Collaborative Career Learning III 8 s.h.**CL 194 Collaborative Career Learning IV 8 s.h.**

These courses are designed for students who, because of changes in the job market, or individual career goals, need "Re-careering in a structured environment. competency objectives are identified as a basis for learning. Local business and industry sites are utilized as classroom/laboratories. A college COCAL coordinator monitors and evaluates students with industry personnel. Areas of career study will be limited to those areas not offered by the College in traditional curricula.

Prerequisite: CL 191-192, enrollment in Collaborative Career Learning Program. Co-requisite: Six to nine credits of on-campus study related to career area. Hours of class per week: 12 at business & industry site.

CL 199 Professional Career Preparation I**1 s.h.**

Students are provided with material to assist them in the career decision-making process. Through self-assessment inventories, students will identify their interests, skills, work related values, and experiences. Careers are explored by researching occupations career paths and organizations. Emphasis will be on employment fields appropriate to background and preparation for their COCAL training experience. *Prerequisite: Concurrent registration in CL 191 or permission of instructor. Hours of class per week: 3 (5 wks).*

CL 200 Professional Career Preparation II**1 s.h.**

Students will be presented with material to provide a better understanding of successful career preparation. Emphasis will be on employment for students who are training in fields where entry level job skills have been identified locally. Content will include practical aspects of job search. Human Relations as it relates to career development will be discussed. *Prerequisite: CL 199 or permission of instructor. Hours of class per week: 3 (5 wks).*

Communications

CO 171 Introduction to Mass

Communications

F 3 s.h.

An introduction to mass communication theory and production, covering development trends and issues in the print and broadcast media, public relations and advertising. The course also includes a critical examination of the media's impact on society, while utilizing facility tours, guest speakers and other hands-on experiences to increase students' awareness of employment expectations and opportunities in the field. *Hours of class per week: 3.*

CO 220 Introduction to Public

Relations

S 3 s.h.

The student will be introduced to the principles, history and practice of public relations and will develop an understanding of the processes that influence public opinion. This course will also cover the ethics and responsibilities of the practitioner to the media and the public, and discuss the public relations tools and resources that are available. *Prerequisite: EN 125. Hours of class per week: 3.*

CO 231 Journalism

S 3 s.h.

A study of the principles and practices of journalism, with special emphasis on print journalism. The question of what constitutes the news, the techniques of news gathering, news and feature writing, news editing, and ethical questions faced by journalists will be critically examined.

Prerequisites: EN 125 (EN 126 desirable) and CO 171. Hours of class per week: 3.

CO 254 Video Production

F 3 s.h.

Theoretical and practical exploration of design and production techniques for the video as a medium of communication. Students will gain experience in video production by working in the studio, in the field, and at the control console at the College's telecommunications center. *Hours of class per week: 3.*

CO 264 Television News Production

S 3 s.h.

Expanding on the basic video skills learned in CO 254, students will produce and direct television news segments. Special emphasis will be placed on news judgement; script writing; production values such as lighting and sound; and the use of maps, graphics and footage to enhance reportage. Students will gain practical experience in front of

and behind the camera in the studio and in the field, as they participate in writing, producing and editing several news segments. *Prerequisites: CO 254 required; CO 171 & 231 recommended. Hours of class per week: 3.*

Computer Information Systems

CS 101 Microcomputer Application: Word Processing

1 s.h.

Students will learn to use microcomputers to process words via hands-on experience. WordPerfect 5.1 is the software used. Topics include: system components, default settings, editing, formatting selected office documents, and special features of the software. Proper use of the printer is also stressed. The concepts of merge and sort are covered. *Prerequisites: Keyboarding pre-test to demonstrate skill in the touch system and CS 104 or equivalent, or permission of instructor. Hours of class per semester: 15. Additional computer hours as needed.*

CS 104 Microcomputer Personal Productivity I

2 s.h.

This course provides an introduction to microcomputers and end-user system/ application software. The microcomputer will be demonstrated as a tool to support other academic or professional disciplines. Topics in the course include operating system commands, word processing software, spreadsheet software, database software. The course emphasizes familiarization of computer components and the operation of the overall microcomputer system. *Prerequisite: keyboarding knowledge required and pre-algebra math suggested. Hours of class per week: 2. Hours of lab per semester: 1.*

CS 106 Microcomputer Personal Productivity II

S 2 s.h.

This course offers additional experience with end-user application software. The microcomputer will be used as a tool to support other academic or professional disciplines. Topics will go beyond introductory commands and concepts to include spreadsheet and database manipulation and presentation. *Prerequisite CS 104. Hours of class per week: 2. Hours of lab per semester: 1.*

CS 113 Programming Assembler Language

3 s.h.

Introduce concepts of Assembler Language including hardware, software, flowcharting, documentation, and programming. Through text samples and business type programming assignments, the following operations or techniques will be covered: Basic Input and Output Operations, Comparing, Addition, Multiplication, Division, Use of Work Areas, Control Macros, Heading and Print Overflow. This basic foundation should provide the student with the ability to more effectively use assembly language in appropriate applications and also to use and understand the technical manuals supplied by computer manufacturers. *Prerequisite: CS 115 or equivalent work experience. Hours of class per week: 3.*

CS 115 Introduction to Computer Logic

F 3 s.h.

The course will present logic tools used by computer programmers in the program development process. Symbolic representation of algorithms will be emphasized. Sequence structures, selection structures and repetition structures will be utilized to develop all problem-solving algorithms. The course will be taught language-independent in order to emphasize problem solving rather than computer language syntax. Commonly used data structures (variables, constants, arrays, files,) operators (assignment, math boolean, relational) and logic techniques (sorting, file updating) will also be covered. *Prerequisite: CS 104 taken concurrently and completion of an algebra course. Hours of class per week: 3.*

CS 120 Computer Programming (FORTRAN)

3 s.h.

Use of the computer for mathematical problem solving and report generation. The course is problem oriented and utilizes FORTRAN programming language. Laboratory exercises on the College computer. *Prerequisite: CS 115 or permission of instructor. Hours of class per week: 3.*

CS 121 Computer Programming (COBOL)

3 s.h.

Write computer programs for business applications using a high level language (COBOL). Emphasize techniques to write, modify, test, and validate programs, as well as interpret design

specifications. *Prerequisite: CS 115 or permission of instructor. Hours of class per week: 3.*

CS 122 Computer Programming (RPG) 3 s.h.

Use of the computer to produce standard business reports. Course is problem oriented and utilizes Report Program Generator as its programming language. Laboratory exercises on the College computer. Emphasis on report generation and programming procedures. *Prerequisite: Completion of or concurrent registration in CS 115 or permission of instructor. Hours of class per week: 3.*

CS 124 Computer Programming (PASCAL)

3 s.h.

Use of a microcomputer for instructing programming techniques with this high level language. Emphasis will be placed on problem-solving techniques, anti-bugging, debugging as used in the program development cycle. In general, concepts common to all computer languages will be covered. Interactive programming will also be demonstrated. *Prerequisite: Prior programming course and/or experience in FORTRAN or COBOL or RPG or BASIC. Hours of class per week: 3.*

CS 125 Computer Programming C 3 s.h.

Write computer programs for software engineering applications using a high level language (C). Emphasize techniques to write, modify, test, and validate programs, as well as interpret design specifications. *Prerequisite: CS 115. Hours of class per week: 3.*

CS 130 CIS Internship

3-4 s.h.

Limited to students majoring in Computer Science or Computer Information Systems; involves an arranged schedule of work at a business site which employs computer-related personnel; designed to offer students direct on-the-job involvement in computer-related jobs such as programming, operations, systems analysis, sales, service, or training. *Prerequisites: two programming courses and permission of instructor, and acceptance by employer. Bi-weekly class hours: 1; on-the-job hours per week: 6-8.*

CS 140 Computerized Information Systems Management

3 s.h.

This course will expose students to the management of electronic information within an organization. Evaluation of computer products,

peripherals and new technology will be emphasized. Structuring computer access and training within the organization and developing operating, emergency and security procedures will be discussed. The jobs and job functions within the information department will be discussed. Reading current computer periodicals and discussion of current industry trends, including the professional standards of conduct, will be required. *Prerequisites: CS 114 Hours of class per week: 3.*

CS 160 Database Design & Management

3 s.h.

This will expand on introductory database concepts and explore more powerful applications of database design and management. Students will design files, including sequential, indexed sequential and random structures using database software and maintain data dictionaries. Through hands-on experience, students will master concepts in report generation and presentation, creation on screen formats, database views and queries. Students will become familiar with database programming and the program Text Editor. Students will be required to use the microcomputer lab to complete various assigned programs. *Prerequisites: CS 104 Hours of class per week: 3.*

CS 202 Advanced Spreadsheets

3 s.h.

This course will expand on introductory concepts and explore more powerful applications of electronic spreadsheets. Through hands-on experience students will master concepts in data management, such as data retrieval, data conditionals and data presentation. Students will be required to use the microcomputer lab to complete various projects assigned. *Prerequisite: CS 104. Hours of class per week: 3.*

CS 233 Advanced Programming Techniques

3 s.h.

Develop computer programs for business applications using a high level language (COBOL). Emphasize program design/structure, documentation, test case development, performance analysis, maintenance. Incorporate file manipulation, transaction processing, editing. *Prerequisite: CS 121. Hours of class per week: 3.*

CS 235 Systems Analysis

3 s.h.

Present methods and techniques which a systems analyst uses to analyze computer information systems. Emphasize organization, personnel, procedures, files, documents, and equipment that

make up an information system. Analyze a "case study" system using written and oral techniques. *Prerequisites: CS 121 or equivalent. Hours of class per week: 3.*

CS 236 Systems Design & Implementation

3 s.h.

Present methods and techniques which a systems analyst uses to design and implement computer information systems. Emphasize project management and scheduling, system development, implementation, training, and evaluation. Design, implement and evaluate a "case study" system using written and oral techniques. *Prerequisites: CS 233 and 235. Hours of class per week: 3.*

CS 240 Systems Operation I: PC

3 s.h.

This course will provide a hands-on introduction to PC hardware setup and software installation. It will demonstrate methods for end-user, diagnostic evaluation using commercially available software packages. The tasks of unpacking, assembling, activating, utilizing and securing a PC system will be emphasized. *Prerequisites: CS 104. Hours of class per week: 2. Hours of lab per week: 2 consecutive hours.*

CS 241 Systems Operation II:

Multi-User Environment

3 s.h.

This operations course will enable students to identify hardware and software problems of multi-user information systems, determine system solutions, and provide replacements and modifications. Installing and configuring the hardware and software on a local area network of personal computers will be an integral part of the course. Students will be required to make back ups and use utility software. Students will become proficient with a mainframe operating system, networking software and linking integrated workstations and data communications through "hands-on" experiences. *Prerequisites: CS 240. Hours of class per week: 2. Hours of lab per week: 2 consecutive hours.*

CS 289 Professional Development

Seminar

2 s.h.

This capstone course will survey the current and anticipated opportunities of a career in Computer Information Systems through a variety of methods that may include on-site experiences, field surveys, professional publications and trade shows. Through documented self-assessment, students will identify educational strengths and weaknesses and

determine formal and informal methods for further professional growth and development. Students will be expected to investigate and present a professional topic review. *Prerequisites:* CS 235. *Hours of class per week:* 2 consecutive hours.

Computer Technology

TC 229 Electronics for Computer Technology

4 s.h.

All topics necessary for a fundamental background in electronics are covered in this course. Topics include: solid state theory, device characteristics of a diode, clippers, clampers, rectifiers - half wave and full wave, power supply configurations, filtering, regulation, device characteristics of the transistor, base bias, voltage divider bias, other biasing circuits, small signal AC amplifiers, power amplifiers, the transistor as a switch, FETs, FET circuits, Op amps, and feedback. *Prerequisites:* EL 125. *Hours of class per week:* 3. *Hours of lab per week:* 3.

Construction

Construction Technology courses may meet at sites other than the main campus. Students make their own transportation arrangements.

Students require special clothing or equipment, in addition to texts. Instructor will furnish details.

CT 121 Introduction to Building Trades & Construction Materials

F 3 s.h.

A basic course in construction materials and methods. Study of timber, steel, masonry, concrete, and other materials used in construction. Construction methods are studied to acquaint the student with field practices. *Hours of class per week:* 3.

CT 122 Light Frame Construction I

F 3 s.h.

A study of construction materials, practices, equipment and terminology relating specifically to light frame construction. Includes forming and building codes for general structural components from foundations through rough framing. *Prerequisite:* Concurrent registration in CT 121. *Hours of class per week:* 2. *Hours of lab per week:* 3.

CT 123 Light Frame Construction II

S 3 s.h.

Emphasis in this course is roof covering, exterior trim, insulation, exterior siding, interior trim,

flooring, and layout of porches and garages. Lab experiences must be successfully completed. *Prerequisites:* CT 121, CT 122. *Hours of class per week:* 2. *Hours of lab per week:* 3.

CT 124 Blueprint Reading

S 1 s.h.

Course places emphasis on working drawings, blueprints, and the symbols, notations, and scaling that accompany blueprint information. The student will also learn the variation, the purpose of structure, the architectural progress set forth in blueprints; finally learn to obtain trade information by accurately reading and thoroughly understanding a set of blueprints. *Hours of class per semester:* 15.

CT 225 Masonry, Concrete & Steel Construction

F 3 s.h.

A study of construction, materials, practices, equipment and terminology relating specifically to non-wood structural components in light frame and light commercial construction. General structural components include foundations, unit masonry construction, reinforcing steel, and applicable building costs. *Prerequisite:* CT 121. *Hours of class per week:* 2. *Hours of lab per week:* 3.

CT 226 Plumbing & Climate Control

F 3 s.h.

A basic course in plumbing and climate control, including use of tools, basic lead working, steam and hot water heating, water distribution, venting drainage, and general installation, maintenance, and repair. *Prerequisite:* CT 121, 122, 124. *Hours of class per week:* 2. *Hours of lab per week:* 3.

CT 228 Construction Estimating

S 3 s.h.

A study of the elements of cost of construction. Includes analysis of procedures in recording quantity take off, labor factors and overhead; use of check lists, cost records, summaries and working drawings; bidding practices of the construction industry; sub contracts; critical path method. *Prerequisite:* CT 121, 122, 124. *Hours of class per week:* 3.

CT 229 Electrical Wiring I

S 3 s.h.

A course dealing with installation of wiring, including armored cable, wiremold, and romex; installation of wiring boxes, light fixtures, rigid metal conduit and electrical metallic tubing and

connectors, and wiring such systems. *Suggested elective: EL 125 or permission of instructor. Hours of class per week: 2. Hours of lab per week: 3.*

CT 230 Principles of Soils S 3 s.h.
Study of the principles of erosion control, surface drainage and subsurface drainage; considers soil genesis, composition, classification, physical and chemical characteristics in relation to soil moisture, fertility and management. Encompasses all problems related to construction. *Hours of class per week: 2. Hours of lab per semester: 2.*

CT 243 Advanced Carpentry Custom Building F 3 s.h.
This course is designed to meet the needs of individuals interested in developing advanced carpentry skills. This course builds upon the cognitive and practical skills developed in CT 122. Topics include — Types of wood: characteristics and applications; Joinery: mitering, dadoing, dovetail, rabbit; Equipment: table saw, power miter, router table, and planer; Custom built-in units; Custom Molding; Stains and Finishes; and Trends. *Prerequisite: CT 122. Hours of class per week: 2. Hours of lab per week 3.*

CT 245 Masonry/Bricklaying F 3 s.h.
This course is designed to meet the needs of students enrolled in the CT program and in the Masonry one-year certificate program. Students interested in developing both cognitive and practical skills beyond the basics offered in CT 225, Masonry, Concrete, Steel. Topics covered: Bricklaying as an occupation, Building with Brick, Layout, Structural and Pattern Bonds, Leads, Piers, Arches and other openings, and Fireplace Construction. *Prerequisite: CT 225. Hours of class per week: 2. Hours of lab per week 3.*

CT 246 Plumbing & Climate Control II S 3 s.h.
An in-depth study of the design, layout and construction of plumbing, heating and cooling systems. Units of instruction include: plumbing systems for single-family housing, multi-family and commercial plumbing systems, individual and community waste treatment, hot air heating systems, duct work and sheet metal layout, hot water heating systems, heat loss and unit sizing, air conditioning systems, ventilation systems, environmental concerns and equipment for a safer

environment. *Prerequisite: CT 226. Hours of class per week: 2. Hours of lab per week 3.*

CT 249 Electrical Wiring II S 3 s.h.
A follow-up to Electrical Wiring I with more emphasis on applying the National Electrical Code and how to use the code book and other sources to help solve problems such as those found on national tests for electricians and electrical inspectors. Special emphasis is given to solving electrical problems and issues encountered by certified electricians and electrical inspectors. *Prerequisite: CT 229. Hours of class per week: 2.*

CT 250 Construction Management S 3 s.h.
This course is designed to meet the needs of individuals who aspire to management positions. Topics include: Job descriptions and responsibilities, job site safety, job organization and sequencing, contracts, subcontracts, scheduling, critical path method, dealing with labor and subcontractors, record keeping, and relationships with regulating agencies. *Prerequisite: CT 121, 122, 124, 225 or equivalent. Hours of class per week: 3.*

Criminal Justice

CJ 103 Criminal Law I F 3 s.h.
A survey of the history and philosophy of criminal law; the scope, purpose, definition and classification of modern criminal law; offenses against the person, property offenses; and a discussion of the relationship between the Constitutional rights of the individual and the protection of society. *Hours of class per week: 3.*

CJ 104 Criminal Law II S 3 s.h.
Comprehensive analysis of the rules of evidence and criminal procedural law; judicial notice, presumption, real and circumstantial evidence, burden of proof, provide of court and jury, documentary evidence, hearsay, confessions and admissions; laws of arrest; search and seizure. *Prerequisite: CJ 103. Hours of class per week: 3.*

CJ 105 Principles of Criminal Investigation S 3 s.h.
An analysis of the nature and purpose of criminal investigation. Discussion will include various methods of investigation, the interview, and the interrogation of witnesses and suspects, collection and preservation of evidence, use of informants, techniques of surveillance and special investigation

techniques; methods used in police science laboratory, ballistics, documents, serology, photography, and related forensic services. *Hours of class per week: 3.*

CJ 106 Introduction to Law Enforcement & Criminal Justice **F 3 s.h.**

A survey of the historical and philosophical development of law enforcement; and analysis of the court system; the criminal justice process; Constitutional limitations placed upon the criminal justice system, emphasis given to the interrelationship between these agencies and future trends in law enforcement. *Hours of class per week: 3.*

CJ 107 Police-Community Relations **S 3 s.h.**

Survey of the numerous and complex factors involved in the area of human rights. Topics covered: Controlling racial prejudice in the community; the role of police as professionals; and examination of prejudice and discrimination and their effects and implications for police in a changing and interacting society. The history and development of civil rights and liberties is surveyed. *Hours of class per week: 3.*

CJ 108 Introduction to Juvenile Delinquency

S 3 s.h.

Consideration of the methods and philosophy of the juvenile court system, police programs for the prevention and control of juvenile delinquency and the role of various social work agencies in the care and treatment of juveniles. Special attention will be given to police techniques utilized in handling juveniles with special emphasis on the utilization of existing community resources. The course will examine prevailing professional philosophy, existing law, public policy, and knowledge of current delinquent behavior theories. *Hours of class per week: 3.*

CJ 109 Criminology **F 3 s.h.**

A survey of the nature and scope of prevalent forms of criminology. This course will consider the major theories of criminal conduct drawn from psychological, social and cultural modes of explanation. A discussion of various classifications and topologies and the role of crime statistics will be included, as well as the relevancy of these factors for understanding, prevention, control and prediction. *Hours of class per week: 3.*

CJ 111 Introduction to Public Administration

S 3 s.h.

A study of the theory, basic principles of public administration in the United States including discussions related to the development, organization, functions, and problems of national, state, and local administration. *Hours of class per week: 3.*

CJ 112 Introduction to Police Organization & Management

F 3 s.h.

The principles of administration and management in their application to law enforcement agencies. A study of police organizational structure, responsibilities, and inter-relationships; an analysis of staff-line relationships and functions within the context of a police environment. Analysis of the functions of specialized units within police organizations, including police planning and research, patrol operations, internal affairs, and public relations. Principles of personnel management and supervision; police labor relations; consideration of alternative and comparative models of law enforcement organizations; the elements of organized crime and impact on police operations and management. *Hours of class per week: 3.*

CJ 121 Introduction to Corrections **S 3 s.h.**

This course is designed to expose the student to the history of, and theories behind, various types of correctional programs. The corrections field is comprised of many areas. The continuum of correctional services will be explored from probation to community corrections to institutional facilities, both the function of the facility and the inmate subculture, through parole. Further, the course will address basic philosophical issues in corrections and focus on the relationship between system goals and the needs of society. *Hours of class per week: 3.*

CJ 260 Criminal Prosecution Seminar **F 3 s.h.**

A practical, realistic, simulated prosecution of a hypothetical criminal case, from investigation through arrest, arraignment, pre-trial hearings, trial and appeal. Students will be required to engage in the same discretionary decision-making as practiced by Police, Prosecutors and the Courts. The class will prepare documents used in the prosecutorial process, including search warrants and their supporting affidavits, arrest and charging documents, pre-trial motion and answering papers, and basic appellate arguments, and will also engage

in court-room testimony and presentation of evidence through role-playing in simulated hearings. *Prerequisite: CJ 103, 104, 105 and permission of instructor. Hours of class per week: 3.*

CJ 298-299 Criminal Justice Internship 1-4 s.h.
The Criminal Justice Internship course will serve as a structure for the awarding of credit for prearranged academically applicable work experiences. Students who have satisfactorily completed relevant criminal justice courses may be placed with an approved agency on a part-time basis. Participation requires the approval of a Criminal Justice Instructor and the appropriate Academic Dean. Evaluation of the student's performance will be the responsibility of the instructor. A maximum of eight (8) semester hours of credit may be earned by any one student. *Prerequisite: Previous criminal justice relevant coursework and approval of instructor and Dean. Hours of class per week: To Be Announced.*

Directed Study

DS 291-294 Directed Study 1-4 s.h.
Directed Study affords students the opportunity to study a course already listed in the College catalog, but not scheduled during the particular semester. Participation requires the sponsorship of the appropriate instructor and approval of the appropriate Dean. A student taking the Directed Study is expected to confer regularly with the instructor and meet all the requirements of the course. *Hours of class per week: to be arranged.*

Economics

EC 180 Introduction to Economics 3 s.h.
One-term course designed around topics and problems which emphasize the individual's participation in the economy, both as consumer and supplier of productive resources, and the private and public institutions through which economizing is accomplished. Basic economic concepts will be introduced where necessary to explain economic activity. Special attention in discussion sessions to topics such as: employment and unemployment, poverty and affluence, education and opportunities, incomes and costs of living. *Hours of class per week: 3.*

EC 282 Macroeconomics 3 s.h.
An analysis of aggregate economic behavior with application to the dynamic present-day economy. A study in detail of macroeconomic fluctuations of the business cycle with special emphasis given to the income-expenditure theory of cycles and trends, forecasting, high level of employment and international trade. Monetary resources, and economic growth policies are reviewed. *Prerequisite: Sophomore status or permission of the instructor. Hours of class per week: 3.*

EC 283 Microeconomics 3 s.h.
This course is an analysis of economic theory coupled with practical applications related to the consumer and the individual firm. It considers concepts of a more technical nature relative to price, distribution, production, costs and indifference curves under various market conditions. *Prerequisite: EC 282 and Sophomore status, or permission of the instructor. Hours of class per week: 3.*

Education

ED 110 Introduction to Education for Teacher Assistants 3 s.h.
An introductory course designed to meet the needs of those who want to work in elementary and secondary schools as teacher assistants. The course will acquaint the students with the organization of American public education, major issues in elementary and secondary education today, and important regulations as they affect classroom teaching. The course will also attempt to generate an awareness of the basic legal issues in American public education. Not credited toward any degree or certificate ED course requirement. *Hours of class per week: 3.*

ED 111 Education Theory & Practice for Teaching Assistants 3 s.h.
A second level course designed to aid the teaching assistant in theory and practice. A theory into practice approach will be used to explore the following areas: assertive discipline; effective teaching; interpersonal relations; effective communications; collaborative learning; stress management; informal structures; effective schools. Not credited toward any degree or certificate ED course requirement. *Prerequisite: ED 110. Hours of class per week: 3.*

Educational Resources

ER 110 Science of Library & Information Research

S 1 s.h.

The following areas of Library research and use will be considered: classification systems and subject searching (in the card catalog, indexes and reference tools). All formats of information (print and nonprint) as well as traditional paper indexing and computer assisted searching are included. Students will prepare a formal bibliography in a standard format. *Hours of class per week: 3 for five weeks.*

ER 111 Research Practicum

S 1 s.h.

The bibliographic and research techniques examined in ER 110 will be expanded by the student. Guidance will be provided in the step by step process of researching and writing a term paper. *Prerequisite: ER 110. Hours of class per week: 3 for five weeks.*

Electricity and Electronics

EL 125 Electric Circuit Analysis I

F 4 s.h.

This is the first course offered in both the Electrical and Computer Technology curriculums. This course investigates the fundamental concepts of voltage, current, and power as applied to both DC and AC circuits. The nature of resistance, inductance, and capacitance are studied. The use of basic electronics devices such as diodes, transistors, and simple integrated circuits will be revealed through hands-on laboratory experiments. Competencies in electronic tests, measurement methods, and troubleshooting techniques will also be developed. Introduction to digital logic topics such as truth tables and basic logical devices are also to be presented. A survey of career paths in electronics and the development of basic computer skills needed for circuit simulation are also investigated. *Prerequisites: Math Course I, Two-year degree students should also be enrolled in MA 161 or 157. Hours of class per week: 3. Hours of lab per week 2. Hours of recitation per week 1.*

EL 126 Electric Circuit Analysis II

F 4 s.h.

A continuation of EL 125 where analysis methods such as Superposition, Mesh, Nodal, Thevenin's Theorem, and Norton's Theorem are applied to DC, AC, and mixed source electronics circuits. The concepts of power factor, power factor correction, and maximum power transfer are studied. Computer simulation using PSPICE and

Design Center software are used to understand circuit transient response and to measure the effects of component tolerance variation and frequency change. Many laboratory investigations into resonant circuits and basic filter circuits will be presented. Students will be trained to use linear integrated circuits as active filters. *Prerequisites: EL 125; Co-requisites: MA 162 or 158. Hours of class per week: 3. Hours of lab per week: 2. Hours of recitation per week: 1.*

EL 127 Instrumentation

S 2 s.h.

Students in this course will be introduced to a more detailed study of the test instruments used in all fields of electronics. Specific emphasis is placed on the utility of the oscilloscope, electronic meters, signal generators, and component testing instruments. A generalized study of the internal circuitry of these devices is also conducted. Measurement error, both human and mechanical, is studied. The student is also introduced to standards, transducers, frequency counters, chart recorders and computer aided measurements. *Prerequisite: EL 125, enrollment in EL 126. Hours of class per week: 1. Hours of lab per week: 2.*

EL 229 Electronics I

F 5 s.h.

This course introduces the student to theory, design and application of circuits used in the electronics field. Specific areas of study will include: diodes, rectifiers, filters, regulators, transistor characteristics, h-parameters, transistor bias, small and large signal amplifiers. *Prerequisites: EL 125, 127. Hours of class per week: 4. Hours of lab per week: 3.*

EL 230 Electronics II

S 5 s.h.

This course will delve deeper into the material developed in EL 229 as well as investigate additional circuit concepts. The high and low frequency response of amplifiers, is studied using Bode diagrams. Other topics include: feedback, oscillators, switching circuits, op amps, and the field effect transistor. In addition, waveform analysis using the frequency domain is introduced. *Prerequisite: EL 229. Hours of class per week: 4. Hours of lab per week: 3.*

EL 231 Electric Machines

F 3 s.h.

This course is concerned with construction and operational characteristics and testing procedures of rotating machinery including both AC and DC motors and generators. The transformer is also studied. Also of primary concern is the basic

ED 171 Introduction to Early Childhood**Education****F 3 s.h.**

This course presents information and theory regarding developmentally appropriate practice for children from birth to eight years. Emphasis is placed on developing the student's understanding of the importance of creating an effective learning environment; advancing physical and intellectual competence; supporting of social and emotional development; establishing relationships with families; and maintaining a commitment to professionalism. Attention is given to skills needed in a variety of program settings, including head start, day care, pre-kindergarten, nursery schools and first through third grades. *Hours of class per week: 3.*

ED 180 Safety, Health & Nutrition in Early Childhood**3 s.h.**

The course will address basic issues of safety, health, and nutrition in early childhood. Topics such as maintaining a safe and healthy environment, appropriate immunizations, recognizing signs of illness and controlling communicable diseases in early childhood settings will be covered. Documenting and reporting child abuse and maltreatment will also be included. Policy development supporting safe and healthy practice in early childhood programs will be stressed. In addition, the course will address factors that help promote and maintain the health and well being of the individual working with young children. *Prerequisite: ED 171. Hours of class per week: 3.*

ED 185 Early Childhood Curriculum**S 3 s.h.**

This course is designed to develop and foster a creative and holistic approach to teaching young children in early childhood settings. Using literature, music & movement, science, art, block, and cooking activities, the student will explore the potential of varied teaching/learning techniques for supporting a child's total development. Students will work in teams to develop lesson plans and conduct learning activities. *Hours of class per week: 3.*

ED 225 Arts & Crafts for Early Childhood**Education****F 3 s.h.**

This course presents materials and techniques for promoting creative artistic development in young children. A variety of art activities will be explored. Students will have hands-on experience in the artistic media and the use of art materials.

Activities will relate to the principles of child development, enhance creativity, and support all areas of the curriculum. *Hours of class per week: 3. Prerequisite: ED 171, 185, or permission of instructor.*

ED 250 Music for Early Childhood**Education****S 3 s.h.**

This course will address the musical disposition of young children and present developmentally appropriate instructional techniques for supporting them. Emphasis will be placed on helping children develop listening, singing, and beat competency by providing planned and spontaneous musical experiences. Musical concepts such as melody and rhythm and form will also be covered along with movement activities. *Prerequisites: ED 171, 185, or permission of instructor. Hours of class per week: 3.*

ED 275 Children's Literature**S 3 s.h.**

A survey of all forms of children's literature and a study of a variety of materials relating to the development of literacy in children. Students will carry out critical study and evaluation of many children's books in areas of fiction, non-fiction and poetry. Criteria will be examined for selection of children's books for pleasure, enrichment of curriculum areas and child development. Appropriate presentation techniques will be examined. *Prerequisites: ED 171, 185, and EN 125. Hours of class per week: 3.*

ED 298-299 Early Childhood**Internship****F S 4 s.h.**

Early Childhood internship is designed to provide work and learning experience in the field of early childhood education. Individual field experience will be developed with community agencies and institutions. In addition, interns will spend one hour per week in a seminar type session where they will reflect on their field experiences and integrate the insights they have achieved in their field work. *Prerequisites: ED 171 and 185 or permission of the instructor and the Dean. Hours of class per week: 1 + additional hours to be arranged.*

principles of operation of associated circuitry, including speed controllers and starting devices, for these machines as well as power ratings on this type of equipment. Both single phase and polyphase machinery is studied as related to their efficiencies and utility. *Prerequisites:* EL 125. *Hours of class per week:* 2. *Hours of lab per week:* 3.

EL 232 Digital Electronics **F 3 s.h.**
This course introduces Boolean logic and the devices necessary to produce digital computing circuitry. Fundamentals are covered such as AND, OR, NOT, NAND, and NOR logic through more complex devices such as flip-flops, one-shots, RAM and ROM. Digital circuits studied include: counters and shift registers. Analytical techniques are used to design efficient combinational and sequential circuits. Strong emphasis is placed on design skills. *Prerequisite:* EL 125 or permission of instructor. *Hours of class per week:* 2. *Hours of lab per week:* 3.

EL 234 Telecommunications **3 s.h.**
This course introduces the theory governing electronic communication elements and discusses the various systems used to accomplish communication tasks. Theories covered include: radio wave propagation, antennas, transmission lines, fiber optics, and modulation techniques. Systems studied include: AM & FM transmitters and receivers, telephone and data communications. *Prerequisites:* EL 125. *Hours of class per week:* 3.

EL 235 Industrial Electronics & Robotics **S 3 s.h.**
Students in this course will study the theory and operation of semi-conductor devices and systems used in industrial controls including fundamentals and applications of robotics. The student will become familiar with and be able to troubleshoot and repair controls containing semiconductor devices such as: SCRs, photoelectric devices, timing circuits, UJT's, speed controls for DC motors, and controls for AC motors and lighting systems. The course will include sensing mechanisms, programming, interfacing and other industrial applications of robotic units. These items will be assembled and tested for performance in lab. *Prerequisite:* EL 125. *Hours of class per week:* 2. *Hours of lab per week:* 3.

EL 236 Introduction to Microcomputers **S 4 s.h.**
This course provides an understanding of microprocessor computer architecture. The students will learn the hardware and programming details of an 8-bit microprocessor system. Topics include microprocessor system organization, registers, memory, addressing, machine language programming, interrupts and interfacing. Additional topics include memory technologies, memory system interfacing and programmable logic devices (PLD's). *Prerequisite:* EL 232 or equivalent. *Hours of class per week:* 3. *Hours of lab per week:* 3.

Engineering

ES 235 Mechanics: Statics **F 3 s.h.**
Course designed for sophomore engineering, mathematics, and physics majors. Presents the principles of static of particles and rigid bodies and indicates the general methods of applying them to the solution of varied engineering problems and develops the analytical ability of the student. Topics covered are: vector algebra; forces and equilibrium; structures, plane and space trusses, frames and machines; centroids of lines, areas, and volumes; flexible cables, beams with distributed loads; friction; area moments of inertia and mass moments of inertia. *Prerequisites:* PH 171 and MA 157; completion of or concurrent registration in MA 158. *Hours of class per week:* 3.

ES 236 Mechanics: Dynamics **S 3 s.h.**
Course designed for sophomore engineering, mathematics, and physics majors. Presents the principles of dynamics of particles and rigid bodies and indicates the general methods of applying them to the solution of varied engineering problems and develops the analytical ability of the student. Topics covered are: equations of motion, rectilinear and curvilinear motion, motion relative to translating and rotating axes; work and energy; impulse and momentum; Euler equations, the gyroscope; central force motion; simple harmonic motion, damped oscillations and forced oscillations. *Prerequisites:* PH 171 and MA 157-158. *Hours of class per week:* 3.

ES 251 Materials Science **F 3 s.h.**
This is a first course in materials science and engineering for Engineering Science majors. The emphasis of the course is on the relationships between structure of solids and their physical

properties. Topics covered include: atomic and molecular structure, phase equilibria, microstructures, deformation and fracture, materials treatments and processes, metals, ceramics, polymers and composites, electrical and magnetic properties, and materials performance. *Prerequisites: PH 171 and CH 173. Hours of class per week: 3.*

ES 281 Electric & Electronic Circuits S 4 s.h.
A course on the analysis of linear and nonlinear circuits, designed for engineering and physics majors. Topics covered are: Ohm's law, Kirchoff's laws, superposition principle, mesh analysis, modal analysis, Thevenin's theorem, Norton's theorem, maximum power transfer; inductance and capacitance; response of first and second order systems — natural response, steady state response and complete response; average and rms values, phaser, impedance, complex power, series and parallel resonant circuits; complex frequency, transfer functions, poles and zeroes; characteristics of diodes and transistors and operational amplifiers. *Prerequisites: PH 172 and concurrent registration in MA 258. Hours of class per week: 3. Hours of lab per week 3.*

English

EN 124 Basic English 3 s.h.
This course teaches the fundamentals of writing and may be a prerequisite for further study of composition for some students. The goal of the course is to help students improve their ability to communicate through writing. The course includes a study of grammar and composition with emphasis on the fundamental principles of writing. This course is not credited toward the Associate Degree English and Humanities requirements, but may be used for elective credit. *Hours of class per week: 3.*

EN 125 Freshman English I 3 s.h.
The first of a two semester sequence in communication skills, this course emphasizes basic techniques for writing and speaking improvement. Students learn to write essays which are grammatically and mechanically correct, logical and coherent. They also learn to deliver a clear, concise oral presentation. Research techniques and procedures for documenting sources are also covered. *Hours of class per week: 3.*

EN 126 Freshman English II 3 s.h.
Students expand on the skills learned and the procedures introduced in EN 125. Some of the oral and written reports will require critical evaluation of imaginative literature and essays. *Prerequisite: EN 125. Hours of class per week: 3.*

EN 127 Technical English S 3 s.h.
A study of the problems of organizing, writing, and presenting technical subject matter and materials with emphasis on description, process, abstract, technical reports and manuals. Instruction and practice will be provided in technical writing and reporting. *Prerequisite: EN 125 (Students in the technologies may take EN 127 Technical English in lieu of EN 126 Freshman English; other students may take EN 127 as an HU elective course.) Hours of class per week: 3.*

EN 128 Honors Freshman English II 3 s.h.
This course develops the writing and speaking skills of those students whose backgrounds enable them to function in an intense and independently organized study of the arts and sciences. Among other assignments, students will prepare an oral and a written presentation on some aspect of the creative process. In any program, this course may be used to meet the requirement of EN 126. Either EN 126 or 128, but not both, may be credited toward a degree or certificate. *Prerequisite: EN 125 and permission of instructor. Hours of class per week: 3.*

EN 132 Speech 3 s.h.
This course introduces the student to the forms of public speaking and affords the opportunity to practice both the formal and informal deliveries of speech. Individual expression and creativity are still the main tenets of this course. The course aims to enrich the student's ability to communicate. Emphasis is placed on the spoken word. Various forms of discourse are studied and put into practice. Outside readings are required and the student prepares critical evaluations. The student is also given the opportunity to work with panel and discussion groups. *Hours of class per week: 3.*

EN 200 Short Story S 3 s.h.
A survey of the development of the short story from its origins in the oral tradition to its present form. Emphasis is placed on the artistic development of this literary genre by the students' readings and discussions of a wide variety of 19th

and 20th century short stories representing various authors and traditions. Course work includes critical papers and group presentations. *Prerequisite: EN 125. (126 desirable). Hours of class per week: 3.*

EN 231 Masterpieces of World

Literature I

F 3 s.h.

The course surveys world literature from the Greek and Roman classics up to the Renaissance. The readings include selections from Homer, Sophocles, Plato, Virgil, Dante, Chaucer, and other representative authors. *Prerequisite: EN 125 (126 desirable). Hours of class per week: 3.*

EN 232 Masterpieces of World

Literature II

S 3 s.h.

The course surveys world literature beginning with the Age of Reason. Readings include Voltaire, Flaubert, Melville, Eliot, Mann and others. *Prerequisite: EN 125 (126 desirable). Hours of class per week: 3.*

EN 233 American Literature I

F 3 s.h.

A survey of American Literature from the Puritan period to the middle of the Nineteenth Century. *Prerequisite: EN 125 (126 desirable). Hours of class per week: 3.*

EN 234 American Literature II

S 3 s.h.

A survey of American Literature from the middle of the Nineteenth Century to the present. *Prerequisite: EN 125 (126 desirable). Hours of class per week: 3.*

EN 235 Modern Drama

S 3 s.h.

This course is an introduction to modern drama as literature and includes a representative sample of a number of plays. Aspects of modern drama such as naturalism, expressionism, and theater of the absurd are considered as seen in the works of Ibsen, Strindberg, Chekhov, Pirandello, Ionesco, and Albee. American playwrights include O'Neill, Miller and Williams. Emphasis is placed on the meaning and appreciation of the plays through class discussion. Students will see a current dramatic production. A critical paper is required. *Prerequisite: EN 125 (126 desirable). Hours of class per week: 3.*

EN 239 The Modern Novel

S 3 s.h.

This course is a study, interpretation, discussion, and analysis of some of the great American and European novels in the period from 1900 to the

present day. The genre of the novel as well as the major works by leading Twentieth Century novelists will be considered. *Prerequisite: EN 125 (126 desirable). Hours of class per week: 3.*

EN 243 Oral Interpretation of Literature

S 4 s.h.

Study and practice in the performance techniques and literary material appropriate to dramatic oral presentation, either individually or in concert. Particular attention will be paid to vocal expressiveness, in three genres — prose, poetry, and drama. Opportunities to perform publicly as a Readers' Theater group will be provided. *Prerequisite: EN 126. Hours of class per week: 4.*

EN 245 World Drama

S 3 s.h.

An examination of major dramas from the Greeks to the late nineteenth century, with consideration of their literacy, theatrical, and socio-cultural values. Readings will include representative plays from the following periods, epochs, or "movements": Classical Greece and Rome; the Middle Ages; the Renaissance; Neo-Classical; Restoration; Romantic; Realistic. Genres: tragedy, comedy, melodrama, farce, and various hybrids. *Prerequisite: EN 125 (126 desirable). Hours of class per week: 3.*

EN 257 Creative Writing

S 3 s.h.

Instruction and practice in the various avenues of creative written expression. Poetry, drama, novel, short story, and other literary forms are investigated, but primary emphasis is placed on the student's development of his writing abilities along the lines of his particular interests and needs. Creative work is encouraged through regular individual conferences. *Prerequisite: EN 126. Hours of class per week: 3.*

Food Service Administration

Courses may meet at sites other than main campus. Students make own transportation arrangements.

Students require special clothing and equipment, in addition to textbooks.

FS 101 Introduction to Food Service

1 s.h.

A basic course introducing the students to the world of Food Service. The course includes a definition of all styles of food service establishments including schools, hospitals, fine dining, quick serve, cafes, military feeding and

more. It includes a history of food service and modern day trends. The course will investigate job titles and job opportunities. Students will be introduced to the definition and responsibilities of each food service department such as purchasing, production, service management, menu planning, etc. Included will be a tour of Food Service operations and students will be required to write a 5 page paper. Participation in food service events may be required. *Hours of class per week: 3 (5 wks).*

FS 111 Introduction to Food Service — Safety & Sanitation 2 s.h.

A comprehensive course teaching the principles of safety and sanitation to be used in Food Service establishments. Included will be information on personal hygiene, cleaning, safe food preparation, bacteria growth, foodborne illnesses, safe dining service, safe food storage procedures, the control of pests, coping with inspections, etc. Students successfully completing the course will receive a certificate from the National Restaurant Association. *Hours of class per week: 3 (10 wks).*

FS 122 Food Preparation I F 3 s.h.

An introduction into the fundamental skills required for proper food selection, preparation, and storage. The relationship between proper preparation and storage and nutritional value will be emphasized. This course will utilize lecture, demonstration, and laboratory work. *Hours of class per week: 2. Hours of lab per week: 3.*

FS 123 Food Purchasing S 3 s.h.

Techniques for quality food purchasing for profit and nonprofit services. Specifications and standards of quality, grades, methods of purchase are emphasized for each category of food. A study is made of modern food processing and the purchasing of convenience foods. *Prerequisites: HE 121, FS 101, 111. Hours of class per week: 3.*

FS 124 Food Preparation II S 3 s.h.

The course is designed to emphasize the unique requirements related to producing quantity food in a palatable fashion. Emphasis will be placed on such problems as bulk food production, menu making, cost evaluation, sanitation, and safety as they apply to quantity food production. *Prerequisite: FS 122. Hours of class per week: 2. Hours of lab per week: 3.*

FS 126 Dietary Therapy S 3 s.h.

The course develops a relationship between health needs and specialized diets. Emphasis is placed on relating specific nutritional requirements for a variety of special dietetic needs. *Prerequisites: HE 125, SC 170, or permission of instructor. Hours of class/lab per week: 3.*

FS 224 Hospitality Management F 3 s.h.

This course is designed to emphasize the unique requirements of hospitality management such as: textile and housekeeping procedures and laws, "Front-of-House" hospitality standards for dining room supervision, banquet and hotel/motel operations. In addition, cleaning supplies, specifications and standards, equipment specifications and design. "Front Desk" techniques and public relations will be covered. *Prerequisites: FS 101, 111, 123 recommended. Hours of class per week: 3.*

FS 225 Food and Beverage Cost Control F 3 s.h.

Pre-cost, pre-control methods relative to the menu, production, control, purchasing, receiving, inventory control, and profit and non-profit food service systems. *Prerequisites: FS 123. Hours of class per week: 3.*

FS 226 Fundamentals of Baking & Pastry 3 s.h.

Baking fundamentals, approach to making breads, cakes, puff and French pastry, and fancy desserts. *Prerequisites: FS 122, or permission of instructor. Hours of class per week: 2. Hours of lab per week: 3.*

FS 227 Food Service Organization & Management S 3 s.h.

Course designed to give food service majors the basic understanding necessary to organize a food service operation. Emphasis will be placed on budgetary management, cost equivalence, and employee management. *Prerequisite: FS 123. Hours of class per week: 3.*

FS 240 Bar & Beverage Management S 3 s.h.

This is an introductory course in bar & beverage management in the Food Service Industry. Topics will include: identification of alcoholic and non-alcoholic beverages, control of beverages, bartending techniques and customer relations and service. Emphasis will be placed on bar management within the guidelines of legal and

moral demands, to include management areas of personnel, compensation and benefits, bar storage, budgeting and pricing for profit, inventory, legal restrictions, liabilities, licensing, and cost control. Students will participate off campus. Students are not restricted by age. *Hours of class per week: 3.*

FS 248 Seminar - Food Catering S 2 s.h.
An introductory course to the catering of food service functions and bar service. Techniques for successful catering will be covered, such as contracts, equipment, menus, presentation, personnel, costs and extras. Basic bar service will be taught. Previous service experience recommended. Off-campus participation required. *Hours of class per week: 2. Hours of lab per week: 2.*

FS 258 Seminar — Restaurants & Nutrition S 1 s.h.
This course will investigate the customers need for healthier foods and the restaurants' responsibility to serve it. Student will apply basic nutritional principles to the preparation of food and the planning of menus in a restaurant. By preparing a personal nutrition plan, students will understand the importance of eating right. Course will include methods to modify existing recipes to cut down fat, salt, yet maintain nutrients. This practical course will introduce new menu ideas and methods to increase sales through healthier choices. Techniques to educate the customer will be taught. The course will include computer use. *Hours of class per week: 2 (5 wks). Hours of lab per week: 3 (5 wks).*

FS 268 Seminar — Menu & Merchandising S 1 s.h.
The course investigates the methods of increasing food sales through menus, menu planning, and food merchandising. Students will study various menus and prepare samples. Food will be prepared as part of menu planning and to develop merchandising skills. Each student will present a food demonstration to the class. Additional lab time may be needed. Previous food preparation skill recommended. *Prerequisite: FS 122 or permission from instructor. Hours of class per week: 2 (5 wks). Hours of lab per week: 3 (5 wks).*

FS 280 Seminar — Current Issues F 1 s.h.
This course will investigate current issues in the Food Service Industry and current trends. Subject

matter will vary as issues demand. Present issues might include: employee turnover, surviving in a recession, the computer and its use, methods of cash control, etc. Students will be required to research a topic and present information. *Hours of class per week: 2. Hours of lab per week: 3.*

FS 298-299 Quantity Food Internship S 3-6 s.h.
This course is the practical application of skills learned in food Service Classes. It involves an arranged schedule of work either in the College's Food Service Lab or at an off-campus quantity food operation. It is designed to offer the students direct involvement in an "on-the-job" situation. *Prerequisite: FS 101, 111, 122, 224, 225. Hours of class per week: one hour discussion, 10-12 or 15-20 hours on the job. Note: work experience may be substituted for internship requirement—consult instructor.*

Hotel Management

HA 160 Hotel, Motel & Resort Promotion S 3 s.h.
This course introduces students to all types of hospitality promotion. Students learn market planning techniques, advertising, public relations selling to conventions and groups, methods of increasing sales and managing bookings. Students will perform hands-on projects in market research, promotions, events, booking and sales. Emphasis will be placed on service enhancement techniques. *Hours of class per week: 3.*

HA 175 Hotel & Motel Operations & Administration F 3 s.h.
This course will give students experience in the basics of hotel operations. Content will include the Basics of the Hotel Business, the organization of the hotel structure and staff, front office procedures, reservations, housekeeping, financial reports and customer relations. Students will participate at a local hotel. *Hours of class per week: 3.*

Geology

SC 143 Earth Systems F 3 s.h.
A perspective on the Earth that emphasizes the structure dynamics, and resources of the planet, and examines man's use and misuse of finite resources. Major topics include rocks, minerals, and mining soils from a geologic perspective, surface and underground waters — their

movement, origins, use and abuse; the atmosphere and its pollution; natural geological hazards such as landslides, earthquakes and faults; geothermal, tidal and other sources of energy; landforms and land use; wastes and their treatment; environmental action and the future. Labs will include practical identification of minerals and rocks; topographic maps. *Hours of class per week: 2. Hours of lab per week: 2.*

SC 144 The Ancient Earth **S 3 s.h.**
A look at the Earth's history, ancient environments, and the fossil record. The dimension of time is a unifying theme that links the history and present state of the oceans; the fossil fuels — earth's savings bank; landscapes and their "evolution", fossilization and the "endangered species" of the past; the evolution and fossil record of invertebrates and fishes; the dinosaurs — when giants walked the earth; mammals, man and glaciers; the geological history of New York State and the Northeast. Labs will include study of the fossil record, nearby sedimentary rock sequences, detailed study. *Hours of class per week: 2. Hours of lab per week: 2.*

Health

HE 121 Nutrition **F 3 s.h.**
A study of the basic nutritional need required for the maintenance of active health. Special emphasis will be placed on relating nutritional needs to specific menu planning. *Hours of class per week: 3.*

HE 125 Advanced Nutrition **S 3 s.h.**
An understanding of the nature and relationship between nutritional requirements and the nutritive value found in foods. Emphasis will be placed on food storage and preparation as it pertains to the maintenance of a high nutrient value. Vitamin and mineral deficiency diseases will be stressed. *Prerequisite: HE 121. Hours of class per week: 3.*

HE 135 Personal Health **3 s.h.**
A one-semester course dealing with the application of scientific principles of effective, healthful living. Topics include critical areas of health, the causes and effects of health problems, and the practical application of this knowledge toward positive action. Drugs as well as environmental health, family hygiene, mental health, and social diseases will be covered. *Hours of class per week: 3.*

HE 136 First Aid & Safety **3 s.h.**
A course granting National Safety Council: First Aid (Level III) and CPR Certification, and New York State Education Department [First Aid & CPR] Certification for Coaches, following satisfactory completion. The course emphasizes safety with discussion of accident causation and prevention in recreation, home and community. *Hours of class per week: 3.*

HE 235 Community Health **F 3 s.h.**
A detailed investigation of communicable diseases including definition, transmission, and control in respect to prevention of disease and promotion of health. Organized public health activities as conducted by local, state, national and international agencies. An introduction to air and water pollution control, including effects and sources of pollution. Field trips are arranged. *Hours of class per week: 3.*

HE 237 Human Sexuality **3 s.h.**
An examination of sexual development, with a view toward patterns that are self-actualizing. Some of the areas of study are: Human Sexuality as one expression of our personality, functions of the anatomy involved in reproduction and sexuality, birth control, family planning, pregnancy and childbirth, STD's, HIV, coercive behavior, courtship, relationship, marriage, parenthood, and sexuality through the life cycle. *Hours of class per week: 3.*

HE 337 Advanced Seminar in Human Sexuality **3 s.h.**
A seminar providing presentation, detailed investigation and concentrated discussion of selected contemporary issues and topics in human sexuality. Emphasis is placed on student involvement in topic selection, research and experimental investigation. Topic selection is based on student interest and selected current controversial areas of sexuality. *Prerequisite: HE 237. Hours of class per week: 3.*

History

SS 183 Modern Western Civilization I **F 3 s.h.**
The major emphasis of the course is upon early modern Europe from the late Middle Ages into the 17th Century. Political, economics, social and intellectual developments are covered for the major

countries of Europe, as well as the relationships between those countries. *Hours of class per week:* 3.

SS 184 Modern Western Civilization II S 3 s.h.
This course is a continuation of SS 183 from the 17th Century into the 20th Century with the same general concerns, plus covering world issues. SS 183 is not a prerequisite for this course. *Hours of class per week:* 3.

SS 186 Black American History F 3 s.h.
A study of the historical background of Africans in America and their contributions and impact upon America. Emphasis shall be upon the last 100 years and the recent civil rights and Black Power movement. *Hours of class per week:* 3.

SS 187 Origins of the American Revolution 3 s.h.
English history from the 16th into the 18th Century will be covered. An in-depth study of colonial, political, economic and social-cultural will be undertaken to understand the positions of the two societies by 1775-1776 that resulted in the war. *Hours of class per week:* 3.

SS 283 Survey of American History I F 3 s.h.
A survey of the political, social, and intellectual development of the United States from the Colonial period to Reconstruction. *Hours of class per week:* 3.

SS 284 Survey of American History II S 3 s.h.
A continuation of SS 283 from Reconstruction to the present. Emphasis is placed on the changing character of the American society and its role in international affairs. *Hours of class per week:* 3.

SS 287 America Since 1945 3 s.h.
An interdisciplinary study of the U.S. since 1945 using a sociology, historical, and political science data to examine major changes and trends. The course will focus on four major aspects of this period: 1) cultural — changes in norms, values, and personal behavior; 2) social — changes in the nature and functions of social institutions; 3) political — trends and changes as reflected in the presidential elections; 4) international — patterns in American social relations. *Hours of class per week:* 3.

SS 293 Diplomatic History of the United States Before 1900 S 3 s.h.
This course will examine the relations of the United States with foreign nations from the American Revolution until the Spanish American War. *Hours of class per week:* 3.

SS 295 Diplomatic History of the United States Since 1900 3 s.h.
A continuation of SS 293. American foreign relations from the turn of the century to the present will be studied. *Hours of class per week:* 3.

SS 296 Israel: Biblical Period to 1948 F 3 s.h.
Major historical, political, social, and military developments from the time of Abraham to the emergence of the Modern State of Israel in 1948. Areas of concentration will include: Biblical Period, resistance against Greece and Rome; Life in the Diaspora; Rise of Jewish Nationalism; Growth of the Yishuv; Balfour Declaration and the British Mandate; Arab-Jewish Confrontation; Holocaust; Palestine in WW II; War of Independence; Mass Immigration. *Hours of class per week:* 3.

Honors course, section, and option

ID 291 Honors Seminar S 3 s.h.
An interdisciplinary seminar involving extensive review of the literature and in-depth examination of global, national, and local relevance of the issues under consideration. Emphasis is on the general background reading, preparation, and discussions of the topic in philosophical, historical, social, technological, or scientific terms. By this approach, students will gain insight into the multi-disciplinary nature of the topic under study. This format allows close communication and interaction between a small group of students and an experienced group of faculty. *Prerequisite:* Sophomore status in the Honors Program OR Completion of at least 30 s.h. of Liberal Arts and Science with a grade point average of 3.2 AND approval from the Dean of Liberal Arts and Sciences. *Hours of class per week:* 3.

Honors Section

An Honors Section of a course provides an enhanced educational experience that goes beyond the usual course treatment. The Honors Section enriches rather than accelerates the learning

process. This is made possible by having the selected group of students, all highly motivated and academically prepared to undertake the intellectual challenges offered by the Honors Section of the course. Honors Section of a course will be indicated on the student's transcript by adding "Honors" after the title of the course. *Prerequisite: Admittance to the Honors Program or approval from the instructor and the Dean of Liberal Arts and Sciences.*

Honors Option

An Honors Option is an extra element added to a course to challenge the student to go beyond course requirements and explore some aspect of the course in greater depth or breadth. It might be a research project, a critical essay, or an investigation of allied material not dealt within the course. The approach and content of the Honors Option matters less than the salience of the intellectual demands placed upon the student. Successful completion of a course with Honors Option will be noted in the student's transcript by adding "Honors" after the title of the course. *Prerequisite: Admittance to the Honors Program and approval from the instructor and the Dean for Liberal Arts and Sciences.*

Human Development

HD 100 Studies Of The Person 3 s.h.
This interdisciplinary course offers the student an opportunity to increase his/her self-understanding and move toward full development of his/her personal potential as he/she explores the question of what it means to be a fully functioning human being. Course content is drawn from a variety of academic disciplines and is organized around issues of emotional development, such as: 1.) Identity (Finding answers to the question, "Who Am I?"); 2. Connectedness (Relationship with other people and the environment); 3. Power (Exercising control over one's life). Topics include: Self Actualization and the Fully Functioning Person. Values and Lifestyles, Assertiveness Training, Life Passages, Man in Nature, Management of Stress, and Interpersonal Relationships. *Hours of class per week: 3.*

HD 130 Supervised Community Service S 3 s.h.
Students are assigned to work with clients in human service agencies in the community (Sheltered Workshops for Retarded Adults, Special

Education classes in the schools, Correctional Institutions, Youth Centers). In addition to their client contact, they attend regularly scheduled class sessions and individual conferences with the instructor for the purpose of reflecting upon their experiences and integrating the insights they have gained in their work. Students also complete selected readings and short papers related to their human service experience. *Prerequisite: Permission of the instructor. Hours of class per week: 1. Additional hours to be arranged. Course meets at sites other than main campus. Students make transportation arrangements.*

HD 140 Improving Learning Strategies 1 s.h.
In this course students will assess their academic strengths and weaknesses. Various learning strategies will be taught and emphasis will be placed on the transfer of the learning strategies to the classroom. The learning skills emphasized will be effective textbook reading strategies, listening, notetaking, preparing for the taking of examinations, and time management. *Hours of class per week: 1.*

HD 150 Reading and Learning Skills 3 s.h.
This course includes techniques designed to improve comprehension, vocabulary, and critical reading. Various learning strategies are discussed to help students "learn how to learn." Lab work centers around computer assisted instruction designed to improve students' reading ability in content areas. *Hours of class per week: 3.*

HD 221 Human Relations & Group Dynamics 3 s.h.
This course is designed to assist students in acquiring knowledge and skills which will enable them to communicate more effectively with other people, individually and in small groups. Learning activities include group process observation, role-playing and human relations skill training as well as film and lecture presentations on theories of interpersonal communication. Topics include: obstacles to communication, attending behavior, listening skills, conflict management, systems theory, male-female relationships, family dynamics, leadership, group roles, group norms and pressures. This course also contains a unit of Transactional Analysis. *Hours of class per week: 3.*

HD 250 Stress & Its Management: A Psychosocial Perspective

3 s.h.

The course will focus on theoretical and applied aspects of stress and its management. Included will be physical and psychological ramifications of the stress response, and an examination of the literature regarding personal, cultural, societal, medical, vocational, and environmental implications of stress. The development of the needs/values systems and its relationship to the stress response will be discussed. Selected stress reduction techniques will be introduced. *Hours of class per week: 3.*

Human Services

Human Services courses are not credited toward Social Science requirements, but may be used for elective liberal arts credit.

HS 110 Introduction to Human Services

3 s.h.

This course will introduce students to the field of human services. Students will be challenged to find a balance between the idealism of humanistic values and the realism of present day society's ability and commitment to provide effective human services. The historical development of helping and current trends will provide the framework for discussing the field of human services. The roles, functions, and ethical standards of a generalist human service worker will be examined. Students will have the opportunity to enhance personal self awareness and contemplate their suitability to the field. *Hours of class per week: 3.*

HS 111 Human Service Interventions

3 s.h.

This course will emphasize the role of the person in the environment and will cover the following topics: the helping relationship, observation skills, reporting and recording procedures, effective interviewing techniques, the transition from interview to counseling, problem solving techniques, the importance of values and ethical standards, as well as issues of diversity, and culture. *Hours of class per week: 3.*

HS 211 Problems of Substance Use Disorders

S 3 s.h.

The purpose of this course is to introduce students to the subjects of drug and alcohol — their use, misuse, and abuse. The course will take a multidimensional approach reviewing the historical, social, legal, biological, pharmacological, and psychological aspects of the topic. Emphasis will

be placed on the problems that arise from their legal and illegal use. Students will be encouraged to think critically and examine personal beliefs and values regarding drug and alcohol use or abuse. In addition, attention will be given to methods of prevention and treatment. *Prerequisite: SS 291. Hours of class per week: 3.*

HS 231 Introduction to Gerontology

F 3 s.h.

This course provides a broad base introduction to the study of human aging. The elderly will be considered from several perspectives including: the biological, psychological, sociological, political, and economical. Students will explore historical events and current trends in the graying of America. Individual activities and community services that enhance and improve the quality of life for the older person will be highlighted. *Prerequisite: SS 297. Hours of class per week: 3.*

HS 243 Family Violence

3 s.h.

The course will examine the phenomena of violence as it may occur throughout the course of family life. The following topics will be covered: Child abuse/neglect including sexual, physical, and emotional abuse, domestic violence or spousal assault, and the problem of elder abuse. The course will also examine reporting considerations and will discuss the prevention, assessment, and treatment of violent families. Legal and cultural issues will be identified. *Prerequisite: SS 281 (291 and 294 desirable). Hours of class per week: 3.*

HS 251 Introduction to Developmental Disabilities

S 3 s.h.

The course provides an introduction to the nature and assessment of developmental disabilities and the skills necessary for working with them. A study of the psychological needs and adjustments required by those with physical, mental, and emotional handicaps is included. Resources and services available for the developmentally disabled in our area will be identified and analyzed. *Prerequisites: HS 110 and concurrent registration in SS 297. Hours of class per week: 3.*

HS 265 Mental Health Services

3 s.h.

This course is designed to equip students with the concepts, terms, and structures of the mental health field. A psychosocial approach will focus on individual mental health needs, community mental health providers, and the role of the paraprofessional. Topics will include: identification of mental disorders, current therapy

approaches, the use of psychotropic medication, legal issues, ethical and cultural consideration, and appropriate attending skills for mental health workers. *Prerequisites:* HS 110; SS 291, and 292 desirable. *Hours of class per week:* 3.

HS 298-299 Human Services

Internship I & II

F S 4 s.h.

Human Services Internship is designed to provide individualized work and learning experiences in the field of human services. Interns will spend 10 to 12 hours per week over the course of the semester in a community human service agency. In addition, interns will spend one hour per week in a seminar type session where they may reflect on their field experiences and integrate the insights they have achieved in their field work. These sessions help develop helping skills including sensitivity, empathy, attending, questioning, confrontation and problem solving. Goal setting, case management, case planning and client assessment will be addressed. *Prerequisites:* HS 110 and approval of HS program coordinator or the Dean. *Hours of class per week:* 1 + additional hours to be arranged.

Independent Study

IS 291-294 Independent Study

1-4 s.h.

Course affords students the opportunity to investigate in-depth areas not available in existing courses. Provided they obtain the sponsorship of a faculty member and the permission of the Dean, students may submit proposals contracting to undertake from one to four semester hours of independent study in approved areas. Students accepted for independent study will be expected to confer regularly with their mentors and to demonstrate satisfactory proficiency in their particular area of study they have proposed to investigate. *Hours:* to be arranged.

Internship

IN 291-294 Internship

1-4 s.h.

This course will serve as a structure for the awarding of credit for prearranged academically applicable work experiences. Students who have satisfactorily completed relevant courses may be placed with an approved agency on a part-time basis. Participation requires the approval of a College instructor and the appropriate Dean. Evaluation of the student's performance will be the responsibility of the instructor. A maximum of

eight (8) semester hours of credit may be earned by any one student. *Prerequisite:* Previous relevant course work. *Hours of class per week:* to be arranged.

Introductory Sciences

SC 121 Basic Skills for Science & Technology

S 3 s.h.

A course designed for providing the preparation needed for success in the study of all science and technology courses. Topics include recognizing the relevant scientific concepts while reading problems, effective use of diagrams for the solution of problems, selecting relevant relationships of physical variables for solving problems, deducing needed relationships of variables, manipulating algebraic relations and in arriving at a solution in terms of symbols representing variables, use of physical units and their conversions, dimensional analysis, effective use of graphs for solution of problems, applying right-triangle trigonometry to the solution of technical problems, use of measuring devices, and data analysis using computers. Not credited toward the Associate Degree science requirements, but may be used for elective credit. *Hours of class per week:* 3.

SC 130 Science, Technology, & Society

S 3 s.h.

A course on the nature of science and technology and on the interaction between science, technology, and society. The nature of science and its influence on society are explored through a study of rational cosmological models and theories on the structure of matter. The nature of technology, the extent of science-technology coupling, and the impact of technology on man and the environment are investigated through a study of man's utilization of different sources of power and methods of communication. Systems approach to problem assessment, feedback elements of the decision-making process, modeling, and optimization are studied. The need for the assessment of technology and matching technology to society and the environment are stressed. *Hours of class per week:* 2. *Hours of lab per week:* 2.

Keyboarding

BU 100 Computer Keyboarding

1 s.h.

This course is designed to teach basic keyboarding skills necessary to equip students to enter a variety

of fields such as Computer Science, Data Processing, Accounting, or any business occupation that uses a keyboard to input information. The purpose of this course is to develop touch keyboarding skills accurately and quickly and to develop an understanding of the concepts used in keyboarding operations for inputting and retrieving information on a computer. *Hours of class per semester: 15.*

BU 113 The Keyboard 1 s.h.
This course is taught in the Multi Tutorial Learning Center (MTLC) by a self-paced, individualized method of instruction. The keyboard is introduced requiring the touch method of operation. Basic functional keyboard operation, styles of type, horizontal and vertical centering, and limited document formatting are taught. Grade is based on timed writings and theory tests. *Hours of class per semester: 15. Additional hours in the MTLC.*

BU 123 Personal Keyboarding 2 s.h.
This course is taught in the Multi Tutorial Learning Center (MTLC) by a self-paced individualized method of instruction. In addition to the work required in BU 113, there is increased document formatting with automatic and manual correction methods stressed. There is continued emphasis on the use of the touch system in building speed and accuracy. The art of proofreading and proper word division is also stressed. Grade is based on correct production of office documents, timed writings, and knowledge of keyboarding theory. *Hours of class per week: 2 to 4. Additional hours in the MTLC.*

BU 200 Computer Keyboarding S 2 s.h.
This course will prepare students to produce useful business documents for personal and business use. Emphasis will be upon formatting memorandums, personal business letters, business letters in block, modified block and indented styles with open and mixed punctuation, and simple tabulations. Drills for speed building will also be included. *Prerequisite: BU 100 (or permission of instructor). Hours of class per week: 2.*

Legal Assisting

LE 101 Introduction to Legal Assisting 3 s.h.
An introduction to the role of the legal assistant, including ethical and professional practice standards applicable to all law office personnel.

Units include an overview of law and legal systems, the relationship between Federal and State courts systems, and an overview of paralegal skills. *Hours of class per week: 3.*

LE 102 Legal Research & Writing 3 s.h.
The basic principles of legal research and writing style and techniques are presented. Units include sources of law, citations, researching cases and statutes, and writing legal briefs. Students will be introduced to the use of computer-assisted legal research (CALR), including WESTLAW. *Prerequisite: LE 101, EN 125, CS 104 or permission of instructor. Hours of class per week: 3.*

LE 201 Real Estate S 3 s.h.
This course includes a study of the substantial law of real estate and the related procedural and practical aspects such as landlord-tenant proceedings, title searching, real estate closing, etc. Drafting problems involving various legal instruments; special research projects related to the subject matter; and a study of the system of recording and search of public documents will be included. *Prerequisite: LE 101 or equivalent. Hours of class per week: 3.*

LE 227 Estates & Trusts F 3 s.h.
This course covers estates, powers and trust, intestacy and probate, and the preparation of wills. A study of laws applicable to each as well as the organization and jurisdiction of the appropriate probate court will be included. A detailed analysis of the administration of estates and a review of estate and inheritance taxes will also be covered. *Prerequisite: LE 101 or Equivalent. Hours of class per week: 3.*

Mathematics

MA 141 Basic Technical Mathematics F 4 s.h.
This course is restricted to students with a minimal competence in arithmetic skills; it will not satisfy mathematics requirements. Topics include whole numbers and the place value system; verbal problems, exponents; square roots; primes; factoring; L.C.M.; fractions; decimals; discount, profit and interest; mensuration, perimeter and circumference; area and volume. *Hours of class per week: 4.*

4.4.4 Technical Standards

A first course for non-scientists in Automotive Construction, Natural Resources, and Vehicle Communications Technology. Topics include review of engine numbers and operating conditions; general vehicle construction; major mechanical systems; powertrain; chassis; body; exterior lighting; interior components and electrical analysis. Students receive toward the A.S. or A.A. degree mathematics requirements. Hours of class contact: 60.

MA 147 A=hrs

A modern approach to introductory algebra. This course is designed for students who have a limited mathematics background. Topics include set and number systems, operations, exponents, exponents and radical expressions, first degree equations, functions and graphs, set algebra. Not credits. Prerequisite: the equivalent of Algebra I or its requirements. (3 hours of lecture per week.)

ANA 19- Survey of M. [unclear]

[illegible]

STAX 157 Intermediate Algebra for College
STAX 158

There are two versions of the manual with the first having a minimum of high school mathematics and the second with no prerequisites. The first manual covers the course, MATH 150, MATH 160. Topics include properties of real numbers, polynomials and rational expressions, equations, exponents, and radicals, functions, and graphs. The second version covers the same topics but is designed for students with no prerequisites. The two versions are available for purchase or may be downloaded from the publisher's website.

MA 154 Pre-Calculus Mathematics 4 cr.

Use the material to do any of the following:

functions and graphs, quadratic and cubic functions, exponential and logarithmic functions, linear functions and linear systems, functions of complex numbers, similar figures and congruence of polynomials, equations. Prerequisite: Intermediate Algebra, MA 151. Math 151 Course is a non-credit course for the University of the Pacific.

STAT 157: Analytic Geometry & Calculus I

[illegible]

5. A. IS A. THE GEOMETRY & CYCLES II 151

[illegible]

MA Thesis reference: 121

The second half of the 19th century was a time of rapid change in the United States. The Civil War (1861-1865) had just ended, and the country was still recovering from the devastation of the war. The Reconstruction era (1865-1877) was a period of political and social change, as the federal government sought to rebuild the South and integrate African Americans into society. The Gilded Age (1870-1900) was a period of rapid industrialization and economic growth, but also of corruption and social inequality. The Progressive Era (1890-1920) was a period of social and political reform, as people sought to address the problems of the Gilded Age. The Great Depression (1929-1939) was a period of economic crisis, as the United States and other countries around the world experienced severe economic downturns. The Second World War (1939-1945) was a period of global conflict, as the United States and other Allied powers fought against the Axis powers. The Cold War (1945-1991) was a period of tension between the United States and the Soviet Union, as they competed for global dominance. The 21st century has been a time of rapid technological change, globalization, and social and political challenges.

MA 161 Mathematics for Electrical Technology I

F 4 s.h.

This course develops fundamental mathematical skills needed for students of the Electrical Technology curriculum. Topics studied include basic arithmetic skills and calculator usage; algebraic manipulation; ratio; proportions; quadratics; logarithmic and exponential functions; right triangle trigonometry. Application of these topics to the field of electricity is stressed throughout this course. *Prerequisites: High School Algebra (1 year) or MA 147 and concurrent registration in EL 125, or permission of instructor. Hours of class per week: 4.*

MA 162 Mathematics for Electrical Technology II

S 4 s.h.

A continuation of MA 161. Topics include applied trigonometry, sine waves; vectors; phasers; computer number systems; Boolean algebra; mathematics of polyphase systems; an introduction to differential and integral calculus. *Prerequisites: MA 161 or permission of instructor, and concurrent registration in EL 126. Hours of class per week: 4.*

MA 257 Analytic Geometry & Calculus III

4 s.h.

A continuation of MA 158. Topics include infinite series; Taylor polynomials; tests for convergence/divergence; vector geometry; cylindrical and spherical coordinate systems; vector differentiation and integration; tangent and normal vectors; multivariate differentiation and integration in several coordinate systems; line integrals; applications including lines, planes, areas, volumes, mass, and moments. *Prerequisite: MA 158. Hours of class per week: 4.*

MA 258 Differential Equations

S 4 s.h.

Topics include definitions and properties of differential equations; differential equations of first degree and order; applications, Bernoulli's equation, linear independence; general solutions to homogeneous and nonhomogeneous equations; differential operators; auxiliary equations; the LaPlace transfer and its inverse; series solutions about ordinary and singular points. *Prerequisite: MA 257. Hours of class per week: 4.*

MA 259 Linear Algebra

S 3 s.h.

This course is designed for second-year mathematics or science students. Topics covered: systems of linear equations, vector spaces, linear

dependence, bases, dimension, linear transformations, matrices, determinants, eigenvectors. *Prerequisite: MA 158. Hours of class per week: 3.*

Modern Foreign Language

FL 141 Elementary French I

F 3 s.h.

FL 142 Elementary French II

S 3 s.h.

A beginner's course covering the fundamentals of oral comprehension, oral expression, and grammar. Readings in French familiarize the student with the civilization of France. A communicative approach will be used. *Hours of class per week: 3.*

FL 143 Elementary Spanish I

F 3 s.h.

FL 144 Elementary Spanish II

S 3 s.h.

A beginner's course, covering the fundamentals of oral comprehension, oral expression, and grammar. Readings in Spanish introduce the student to the Hispanic World and serve as a basis for conversations. A communicative approach will be used. *Hours of class per week: 3.*

FL 145 Elementary Italian I

F 3 s.h.

FL 146 Elementary Italian II

S 3 s.h.

A beginner's course covering the fundamentals of oral comprehension, oral expression, reading, and grammar of the Italian language. Italian will be presented in culturally relevant situations that will help students become acquainted with the civilization, life-style, and customs of the Italian people. *Hours of class per week: 3.*

FL 147 Elementary German I

F 3 s.h.

FL 148 Elementary German II

S 3 s.h.

A beginner's course stressing the conversational approach to the language. Essential grammar and culture are studied and composition is introduced. *Hours of class per week: 3.*

FL 241 Intermediate French I

F 3 s.h.

FL 242 Intermediate French II

S 3 s.h.

In this intermediate course the comprehension and use of the spoken language are studied, as well as its grammar and composition, and the cultural aspects of the language. Reading texts are chosen to enable the student to converse in idiomatic French and to awaken interest in French Literature and culture. *Prerequisite: FL 142. Hours of class per week: 3.*

FL 343 Intermediate Spanish I 1.3/3.0
FL 344 Intermediate Spanish II 1.3/3.0
 This course emphasizes oral use of the spoken language. Grammar, pronunciation, and the cultural aspects of the language are covered. Features in Spanish movies of the student to Hispanic life and literature. *Prerequisite:* FL 343. Hours of class per week: 3.

FL 345 Spanish Conversation & Composition 1.3/3.0
 This course is designed to help students express themselves in written Spanish. Emphasis will be placed on vocabulary used in every day situations. Grammar will be reviewed as needed to facilitate oral and written communication. Assigned readings will assist the student in learning the expressions necessary for communication. *Prerequisite:* FL 344. Hours of class per week: 3.

FL 346 Readings in Spanish 1.3/3.0
 This is not a traditional course. A series of readings in Spanish from works of representative authors. Class discussion and focus on the analysis of original readings. This the student gain a basis for more specific work in literature and to help him/her understand and use in Spanish. *Prerequisite:* FL 344 or equivalent. Hours of class per week: 3.

Mechanical Drawing/Drafting

MD 171 Engineering Graphics 1.3/3.0
 This course covers drafting work in learning use of drawing instruments, including the drawing machine and parallel straight edge, geometric construction, projection, orthographic views, axonometric projection, isometrics, and sketching. *Hours of class per week:* 3. *Hours of lab per week:* 2.

MD 174 Computer Aided Drafting 1.3/3.0
 This course will teach the basics of computer aided drafting as applied to the existing type drawings. Topics will include geometric construction, point and dimensioning, setting lines and fillets, grids and snap, dimensioning, hatching, regions and mirroring, three dimensional drawing, and wireframe drawings. *Hours of class per week:* 3. *Hours of lab per week:* 2.

MD 176 Electrical Graphics 1.3/3.0
 This course teaches graphics concepts necessary for student to make drafting and construction drawings as well as electrical industry. This is strictly a computer aided drafting course. The course will introduce the tools of AutoCAD and electronic conversions, cross section, dimensioning and detailing using the CADDKEY software package. The students will be introduced to the electronic schematic diagram and to printed circuit development using the EL Designer II software package. Finally the student is presented with a series of drawings ranging from block and logic diagrams, process drawings, graphs and charts, isodraws and electronic wiring diagrams and 3D drawings. *Hours of class per week:* 3. *Hours of lab per week:* 2.

MD 178 Electronic Packaging Design 1.3/3.0
Apprenticeship 1.3/3.0
 This course provides basic information concerning design and packaging of electronic devices. Students will use the PCB layout software, Cadsoft will assist in the design. The primary instrumentation for the project will be a circuit board layout software, the design and layout of the printed circuit board. *Prerequisite:* MD 174. *Hours of class per week:* 3. *Hours of lab per week:* 2.

MD 180 Architectural Drafting 1.3/3.0
 Architectural drawing is a course in functional planning, design, and construction. Topics include plan, elevation, section, and detail drawing and presentation. *Prerequisite:* MD 171. *Hours of class per week:* 3. *Hours of lab per week:* 2.

Medical Office Assistant

ME 284 Medical Insurance 1.3/3.0
 This course will present information on concepts and terms of insurance, its use, and how to obtain information. Topics include: insurance, medical insurance, and insurance. *Prerequisite:* ME 283. *Hours of class per week:* 3.

ME 285 Clinical Procedures for Medical Assistant 1.3/3.0
 This course will provide a format for the acquisition of knowledge and skills in the medical assistant.

a clinical setting as well as the understanding of applications to on-the-job situations. This course will be beneficial to students in the medical-related programs as well as practicing personnel who have not had an opportunity to receive formal training. *Prerequisite: OT 283. Hours of class per week: 2. Hours of lab per week: 2.*

Music

MU 101 The American Broadway Musical F 3 s.h.

This course teaches the fundamentals of reading music and vocal interpretation for the musical stage. The course will examine the scores of a number of Broadway musicals with special attention to Kern's *Show Boat*, Rodger & Hammerstein's *Oklahoma* and Sondheim's *Company*. *Hours of class per week: 3.*

MU 102 American Broadway Musical Production S 3 s.h.

This course will consist of an in-depth study of the musical score, lyrics, and book of a particular Broadway show and will result in its production. These activities involve 60 hours of class and rehearsal time and will culminate with the performance of the show. This course may be repeated once for credit. *Hours of class per week: 3.*

MU 111 College Chorus 1 s.h.

Study and performance of a wide variety of choral literature. Musical selections range from traditional to contemporary and includes such diverse styles as madrigals, songs, chorales, folk music, jazz and rock. Emphasis is placed on the study of characteristic music literature and the development of performance skills and techniques of choral singing. Attendance in all rehearsals and performances is mandatory. May be taken for credit for four semesters. *Prerequisites: Prior choral experience or permission of instructor. Hours of class per week: 2.*

MU 123 Concert Band 1 s.h.

Study and performance of a wide variety of concert band literature. Musical selections range from traditional to contemporary. Emphasis is placed on the study of characteristic music literature and the development of musicianship. Attendance in all rehearsals and performances is mandatory. May be taken for credit for four semesters. *Prerequisites: Prior experience in playing a band*

instrument, suitable proficiency and permission of instructor. Hours of class per week: 2.

MU 201 History of the American Musical Theater F 3 s.h.

This course will trace the development of the American Musical from its European origins to its full realization as the major art form it is today. Emphasis will be placed on developing both a true understanding of the creative process involved, and a deeper appreciation of the music and lyrics that have contributed so much to our society. A variety of musicals will be stressed. *Hours of class per week: 3.*

Natural Resources Conservation

Courses may meet at sites other than main campus. Students make transportation arrangements. Weekend field trips may be required.

Students require special clothing or safety equipment, in addition to texts. Instructor will furnish details.

NR 121 Fisheries & Wildlife Management I F 3 s.h.

Introduction to the principles of fisheries and wildlife management. An understanding of the practice of wildlife management in a contemporary context, but with sufficient review of past efforts to clarify present directions. A knowledge of the plants and animals indigenous to Eastern United States with respect to their management and identification will be stressed. *Hours of class per week: 2. Hours of lab per week: 3.*

NR 122 Fisheries & Wildlife Management II S 3 s.h.

Utilization and an understanding of both the theoretical and operational aspects of the varied techniques used in the management of both fisheries and wildlife. Topical areas will include population estimation, analysis and manipulation of cover, water and food for both fisheries and wildlife, wildlife collection techniques, species management techniques, telemetry. *Prerequisites: NR 121. Hours of class per week: 2. Hours of lab per week: 3.*

NR 126 Principles of Soils & Water S 3 s.h.
A study of the principles of erosion control, surface drainage and subsurface drainage;

considers soil genesis, composition, classification, physical and chemical characteristics in relation to soil moisture, fertility and management. *Hours of class per week: 2. Hours of lab per week: 2.*

NR 223 Forest Management I **F 3 s.h.**

The practices and principles involved in managing woodlands for timber, recreation, wildlife, and soil conservation values. Includes species identification and characteristics, tree development and growth, cutting practices, harvesting and marketing, reforestation, planting management and protection. *Prerequisite: NR 122. Hours of class per week: 2. Hours of lab per week: 3.*

NR 224 Forest Management II **S 3 s.h.**

Major topics will include tree physiology, major forest products, nursery techniques, planting, maintenance of individual trees (ornamental and Christmas trees,) forest protection (fire, insects and disease), forest influences upon the environment, and harvesting techniques from the standing tree to the mill. Proper use and maintenance of related tools will be emphasized. *Prerequisite: NR 223. Hours of class per week: 2. Hours of lab per week: 3.*

NR 231 Practical Skills in Conservation & Outdoor Recreation **4 s.h.**

This is a basic level practical skills course in which students will work on individual or group projects assigned by the instructor. Projects will involve actual field experience and will be selected to give students a high degree of introductory skills in work normally conducted in Natural Resources. Where possible the student shall work with Conservation agencies and active field specialists. *Hours of class per week: 2. Hours of lab per week: TBA.*

NR 232 Basic Research in Conservation & Outdoor Recreation **4 s.h.**

In this research seminar students will work with the instructor in selecting a topic of research. The topic will be selected to give the student a strong introduction to methods and techniques of research. The student will pursue a line of field work along with studying subject related textbooks and literature. The student will document activities and will prepare a class presentation. *Prerequisites: NR 231 or equivalent and permission of instructor. Hours of class per week: TBA. Hours of lab per week: TBA.*

NR 241 Water Resources

Management I

F 3 s.h.

This course will provide students with an introduction to the physical and biological properties of water. Specific areas of study will include the following: the hydrologic cycle; hydraulics and electricity; water chemistry, (acids, bases and salts, chemical calculations, solutions); microbiology; water quality tests and standards; sedimentation. *Prerequisite: High school biology and general science. Hours of class per week: 2. Hours of lab per week: 3.*

NR 242 Water Resources

Management II

S 3 s.h.

This course will further the student's understanding of water resources management. Specific areas of study will include the following: filtration processes; chlorination; softening; aeration; taste and odor control; corrosion and corrosion control; fluoridation; protection of water and watershed; plant maintenance and accident prevention. *Prerequisite: NR 241. Hours of class per week: 2. Hours of lab per week: 3.*

NR 250 Waste Resource Management **S 3 s.h.**

This course will provide the student with a general background in the science and technology of solid and hazardous waste management. Specific areas of study will include the following: conventional disposal operations; material recovery operations; energy recovery systems; composting-methodology, products, and legal restrictions; sanitary landfilling; innovations in solid and hazardous waste disposal; hazardous waste reduction, recycling, and waste exchange; transportation of wastes; siting of waste treatment facilities; health effects and risk assessment; household hazardous wastes. *Prerequisite: SC 141, 170 or permission of instructor. Hours of class per week: 3.*

Nursing

The professional component of the Nursing major assists students in gaining knowledge, attitudes, and skills essential to nursing practice in a variety of settings.

NU 105 Nursing Science I

F 7 s.h.

Course introduces concepts, skills, and procedures common to nursing care of all patients, regardless of age, disability, or location. Emphasis is placed

upon acquiring a body of knowledge that will permit individualization of nursing care, based upon a sound, scientific rationale. The nursing process, the role of the nurse, communication theory, provision for meeting basic physical needs, nutrition, pharmacology, and the special needs of the aged are included. Practice in basic skills is provided in the College laboratory, and through selected patient care assignments at long-term care facilities. At times, students will be required to attend an educational program or meeting in lieu of class or clinical. These programs/meetings may be held outside of regular class/clinical hours.

Prerequisite: Completion of or concurrent registration in BI 181. *Hours of class per week:* 5. *Hours of lab per week:* 6.

NU 106 Nursing Science II

S 7 s.h.

Course focuses on the commonalities of care of persons confined to acute care hospitals. It includes the care of the patient undergoing diagnosis, the care of the surgical patient, care of patients with fluid, electrolyte, and acid base disturbances, the care of patients with mobility problems, the care of the patient with cancer, and infectious diseases. Patient care assignments and observational experiences are provided in selected areas of the hospital. *Prerequisite:* NU 105, completion of or concurrent registration in BI 182 and SS 297. *Hours of class per week:* 4. *Hours of lab per week:* 9.

NU 205 Nursing Science III

F 9 s.h.

Course divided into three major units. Each instructor assumes complete responsibility for classroom and clinical instruction in a specialty area. Each unit is complete in itself. Units may be completed in any sequence. Based on faculty assessment of their learning needs, students may be asked to follow a particular sequence. Units are: Psychiatric — Mental Health, with clinical assignment to a psychiatric care facility; Reproductive Cycle, with assignments in maternity and newborn care; and Medical-Surgical, with assignments in general care and specialty units of community hospitals. *Prerequisites:* NU 106, completion of, or concurrent registration in, BI 282. *Hours of class per week:* 5. *Hours of lab per week:* 12.

NU 206 Nursing Science IV

S 9 s.h.

Course stresses complex health needs of adults. Principles, concepts, and skills introduced in previous courses are further developed and

expanded. A weekly, one-hour seminar is included, devoted to the study of issues in nursing, nursing education, and health care delivery. *Prerequisite:* NU 205. *Hours of class per week:* Lecture 5, Seminar 1, Total 6. *Hours of lab per week:* 9. In addition, a 3-week preceptorship is required.

NU 207 Pharmacology for Nurses

S 3 s.h.

Designed to expand on basic knowledge of pharmacology. Emphasis is placed on current drug therapy and the specific nursing responsibilities for the safe administration of drugs. Content includes drugs used to relieve pain and treat disorders affecting every system in the body. *Prerequisite:* 3 semesters of NU courses, or permission of instructor. *Hours of class per week:* 3.

Office Technology

Several office technology courses utilize a Multi-Media Learning Tutorial Center (MTLC). The MTLC combines audio-visual and printed materials with instructional staff assistance tailored to meet each student's individual learning needs. This structured, yet flexible system of self-paced individualized instruction permits the student to begin a course of study at a level based on previous knowledge, training and experience.

OT 131 Beginning Shorthand

F 5 s.h.

Presentation of the basic principles of Gregg shorthand theory. Intensive drill on brief forms. Development of skills in correct reading and writing techniques. Drills for spelling and punctuation in preparation for transcription. *Hours of class per week:* 5.

OT 133 Introductory Keyboarding

3 s.h.

This course is taught in the Multi Tutorial Learning Center (MTLC) by a self-paced, individualized method of instruction. In addition to the work required in BU 123, increased document formatting is stressed. There is continued emphasis on the use of the mandatory touch system in building speed and accuracy. Business letters, reports, and electronically prepared tabulations are some of the documents introduced. Grade is based on correct production of office documents, timed writings, and knowledge of keyboarding theory. *Hours of class per week:* 3-4. *Pretest optional for advanced placement in course.*

OT 134 Intermediate Keyboarding 3.5 h.
This course is taught in the Multi-Tabular Learning Center (MTLC). It is an individualized course of instruction in accordance with the work required by OT 133. Specialized instruction, consisting of modules of finger manipulators, insertion, and space function key features are provided. Reviews are limited. Students are also covered. Grade is based on correct production of office documents, dictation, and knowledge of keyboarding theory. **Prerequisite:** OT 133 or equivalent. Hours of instruction: 3.5. Theory: 3.5. Practical: 3.5. Total: 7.0. Minimum grade: C.

OT 135 Intermediate Shorthand 3.5 h.
Review and development of shorthand system. Students will be able to write and understand shorthand. Communication with previous background. Development of transcription skills including shorthand and shorthand. The shorthand system will be reviewed. Instructional materials include the MTLC. **Prerequisite:** OT 133 or equivalent. Hours of instruction: 3.5. Theory: 3.5. Practical: 3.5. Total: 7.0. Minimum grade: C.

OT 136 Machine Transcription 3.5 h.
This course is taught in the Multi-Tabular Learning Center (MTLC). It is an individualized course of instruction in accordance with the work required by OT 133. Specialized instruction, consisting of modules of finger manipulators, insertion, and space function key features are provided. Reviews are limited. Students are also covered. Grade is based on correct production of office documents, dictation, and knowledge of keyboarding theory. **Prerequisite:** OT 133 or equivalent. Hours of instruction: 3.5. Theory: 3.5. Practical: 3.5. Total: 7.0. Minimum grade: C.

OT 137 Advanced Shorthand 3.5 h.
Emphasis on increasing speed and accuracy of shorthand system. Review and transcription. The shorthand system will be reviewed. Instructional materials include the MTLC. **Prerequisite:** OT 135 or equivalent. Hours of instruction: 3.5. Theory: 3.5. Practical: 3.5. Total: 7.0. Minimum grade: C.

Prerequisite: OT 133 or equivalent. Hours of instruction: 3.5. Theory: 3.5. Practical: 3.5. Total: 7.0. Minimum grade: C.

OT 138 Administrative Support Procedures I 3.5 h.
An overview of administrative support procedures will be provided. Topics include career planning, employment procedures, work organization, information systems, telecommunications, administrative processes, office teamwork, and ethics. **Prerequisite:** OT 133 or equivalent. Hours of instruction: 3.5. Theory: 3.5. Practical: 3.5. Total: 7.0. Minimum grade: C.

OT 139 Administrative Support Procedures II 3.5 h.
An overview of administrative support procedures will be provided. Topics include career planning, employment procedures, work organization, information systems, telecommunications, administrative processes, office teamwork, and ethics. **Prerequisite:** OT 138 or equivalent. Hours of instruction: 3.5. Theory: 3.5. Practical: 3.5. Total: 7.0. Minimum grade: C.

OT 140 Introduction to Office Systems & Technology 3.5 h.
This introductory course is designed to provide the student with an overview of the office environment. Topics include the office environment, office equipment, office procedures, and office technology. **Prerequisite:** OT 133 or equivalent. Hours of instruction: 3.5. Theory: 3.5. Practical: 3.5. Total: 7.0. Minimum grade: C.

OT 141 Word Processing Applications I 3.5 h.
Office word processing applications will be provided. Topics include word processing, word processing procedures, and word processing technology. **Prerequisite:** OT 140 or equivalent. Hours of instruction: 3.5. Theory: 3.5. Practical: 3.5. Total: 7.0. Minimum grade: C.

communications will also be provided. *Prerequisites: OT 134, 239, or equivalent. Hours of class per week: 3. Additional hours in the MTLC.*

OT 241 Word Processing Applications II 3 s.h. This course will be a continuation of the applications learned in OT 240. Documents will be produced under simulated working conditions. In addition, emphasis will be given to Desk Top Publishing as it relates to the word processing field. Records management, file maintenance, purging, etc., will be covered. Through the simulated working environment, time management and decision-making abilities will be developed. The MTLC will be utilized. *Prerequisite: OT 240 (co-requisite for WP certificate majors). Hours of class per week: 3. Additional hours in the MTLC.*

OT 249 Information/Word Processing Practicum

S 3 s.h.

This course will give the word processing student actual on-the-job work experience in a word processing center. The duties performed will primarily be those of correspondence secretary rather than administrative in nature. Although the primary workstation for this course will be the College's Word Processing Center, other arrangements, if available, can be made. Self-logging will be the major responsibility of the student requiring a minimum of ten hours per week in a word processing center. At least three projects involving text assembly, list processing background merge, search and replace, electronic message communications, and justifying will be required. *Prerequisites: OT 230 and 239. Hours of class per week: 10-15.*

OT 255 Administrative Office Management

F 3 s.h.

This course provides a foundation in the theory and practice of management in the administrative office. Emphasis will be on basic concepts, problem-solving, and communications. In addition, issues related to staffing, productivity, job analysis, and integrating automated services will be studied. Some assignments will simulate on-the-job experience or be completed through study of administrative offices in the community. *Prerequisite(s): OT 239, equivalent experience, or permission of instructor. Hours of class per week: 3.*

OT 259 Office Systems Supervision S 3 s.h.

This course explores the key concepts related to people, organizations, and technologies as they relate to the supervision of automated office systems. Strategies for providing supervisory support in office system planning, implementation, and operation will be studied. Some assignments will utilize software for computer-assisted decision-making. *Prerequisite: OT 239 or permission of instructor. Hours of class per week: 3.*

OT 273 Legal Terminology

F 1 s.h.

This course will provide knowledge and understanding of approximately 800 terms commonly used in the legal profession, with emphasis on correct spelling and pronunciation. In addition, the terms will be dictated in legal context for the students to transcribe correctly. *Hours of class per week: 3.*

OT 274 Legal Dictation

F 1 s.h.

Material will be transcribed from letters and documents that are commonly prepared in the lawyer's office. Students will use shorthand symbols or machine transcription tapes as a source of input. Specialized legal vocabulary will be emphasized. *Prerequisite: OT 183 or equivalent or permission of instructor. Hours of class per week: 3.*

OT 275 Legal Document Production F 1 s.h.

Legal Document Production is a simulation which represents three working days in a law firm. Students create and revise realistic legal documents commonly prepared in a law office. The jobs can be done on a word processor or a typewriter. *Prerequisite: OT 134 or equivalent. Hours of class per week: 3.*

OT 276 Legal Administrative Support Procedures

S 3 s.h.

This course will familiarize students with the court structures, the jurisdiction of the courts, rules for preparing legal documents and the local fees for filing court papers. Specific areas of law will be covered, with the required procedures and necessary forms for each area, i.e. family law, wills and probate, real estate, bankruptcy, and criminal law. *Hours of class per week: 3.*

OT 283 Medical Terminology

F 3 s.h.

Emphasis is on understanding medical terms. The logic behind the formation of medical terms, analysis of words, and interpretive and deductive

scale will be used. Items associated with all functional systems will be covered. *Prerequisite:* OT 285. *Hours of class per week:* 3.

OT 285 Medical Administrative

Support Procedures

F 3 x 3 h

Emphasis is on topics covered by the American Association of Medical Assistants Study Guide for Certification Review. Administrative Division: patient relations, legal and ethical issues, communications, financial issues, billing and collection, and insurance. *Prerequisite:* OT 283. *Hours of class per week:* 3.

OT 287 Medical Transcription I

S 3 x 3 h

This course provides an introduction to medical transcription and basic medical reference. Medical abbreviations, medical symbols, and terminology, language skills, and transcription skills are covered. A review of the medical system is also given. *Prerequisite:* OT 283. *Hours of class per week:* 3.

OT 288 Medical Transcription II

ST 3 x 3 h

This course continues with the medical system in Mexico. Transcription of Spanish records are emphasized. Specialty areas such as cardiology, psychiatry, gynecology, and respiratory system are included. German is also taught. *Prerequisite:* OT 287. *Hours of class per week:* 3. *Additional Hours of the week:* 1.

Peer Tutoring

PE 291-293 Peer Tutoring

1.5 x 1 h

This course will serve as a requirement for the student to receive credit for the following semester. Approved students will be assigned to tutor the following semester. To receive credit for the approval of the appropriate Department, students must complete a peer tutoring log for one or three semester hours of service. Peer tutors are expected to confer regularly with their mentors and to provide tutoring services to priority students as well as to those in need. Evaluation of the student's performance will be the responsibility of the

mentor. Number of hours received during the semester will be based on the number of students tutored. The peer tutoring staff will inform or advise students provided with the details of the tutoring services needed by the students tutored. A student who receives credit for tutoring the same semester as a semester of study cannot receive credit for that semester. Study in credit may be used by a student as evidence toward a grade. *Prerequisite:* Students must be in good standing by the end of the semester in which they are assigned.

Philosophy

PH 294 Introduction to Philosophy

F 2 x 3 h

An introduction to fundamental philosophical problems. Some of the basic concepts of philosophy—ethics, epistemology, ontology, and the philosophy of language and philosophy of religion. The elements of several major philosophies will be studied. Developing critical thinking skills through philosophy will be emphasized. *Prerequisite:* None. *Hours of class per week:* 3.

PH 288 Ethics

S 3 x 3 h

An introduction to the basic ethical issues and theories of ethics. Theories of ethics and ethics in contemporary society such as utilitarianism and deontology. Theories of ethics and ethics in contemporary society such as utilitarianism and deontology. Theories of ethics and ethics in contemporary society such as utilitarianism and deontology. *Prerequisite:* None. *Hours of class per week:* 3.

PH 296 Ancient Philosophy

F 3 x 3 h

A study of the major ancient philosophers. Western philosophy is traced back to the ancient Greeks and the ancient Romans. The ancient philosophers are studied in the context of their own times and in the context of the history of philosophy. *Prerequisite:* None. *Hours of class per week:* 3.

PH 297 Modern Philosophy

F 3 x 3 h

A study of the major modern philosophers. Western philosophy is traced back to the modern period. The modern philosophers are studied in the context of their own times and in the context of the history of philosophy. *Prerequisite:* None. *Hours of class per week:* 3.

This course will show how consideration of philosophical problems relates to our everyday lives, and influences scientific investigation and social/ethical concerns. *Prerequisite:* HU 250 or 266. *Hours of class per week:* 3.

HU 271 Comparative Religions S 3 s.h.

A survey of world religions, major and minor, of the past and present. Religions of both Eastern and Western cultures investigated. Historical development of religion presented through mythology of Egypt, Greece, etc. as well as the historical progression of the semitic religions: Judaism — Christianity — Islam. Emphasis placed on determining similarities and differences among the various religions, but course also deals with the influence of religion on science, art, politics, etc., and their influence on religion. *Hours of class per week:* 3.

Photography

Courses may meet at sites other than the main campus. Students make their own transportation arrangements.

ER 101 Principles of Photography F 3 s.h.

The study of the history of photography, balance of color, lighting and composition in the photograph, basics of taking pictures (camera operation, exposure, films, filters, flash, lenses, composition). *Hours of class per week:* 2. *Hours of lab per week:* 3. *Students are required to provide their own film and supplies. Student owned cameras are helpful but not required.*

ER 102 Advanced Photography S 3 s.h.

Advanced photo techniques with emphasis on posing, lighting and composition; darkroom techniques, negative retouching, print enhancement and mounting. Studio and field shooting sessions with related darkroom work. *Prerequisite:* ER 101. *Hours of class per week:* 3. *Hours of lab per week:* 3. *Students are required to provide their own film and supplies. Student owned cameras are helpful but not required.*

Physical Education

PE 031 Intramural Activities 1 s.h.

Students are required to participate satisfactorily in supervised sport activities to complete course requirements. The schedule of activities is available from the Physical Education faculty.

This course may not be used to satisfy Physical Education activity course requirements, but may be repeated for additional elective credit. *Hours of class per week:* 1.

PE 110 Introduction to Fitness 1 s.h.

This course is designed as a survey in physical fitness. It has both lecture and lab components. Laboratory sessions will present a variety of fitness activities. Course lectures will cover the physiological and emotional effects of exercise, dietary concerns and a variety of wellness issues. *Hours of class per week:* 2.

PE 111 Jogging 1 s.h.

A course designed to instruct individuals in developing (cardio-vascular) fitness through jogging. Emphasis will be placed on monitoring fitness indicators such as heart rates and active use of a variety of aerobic and anaerobic running activities. *Hours of class per week:* 2.

PE 113 Archery 1 s.h.

Students taking this course will be instructed in beginning level techniques of target archery. Emphasis will be placed on understanding selecting and use of equipment, scoring, safety on range and in the field, and archery as a sport. *Hours of class per week:* 2.

PE 114 Canoeing 1 s.h.

This course is designed to instruct beginning level techniques of canoeing. Students will be screened and must be able to demonstrate swimming proficiency. Emphasis will be placed on paddle strokes, selection and use of equipment, safety, and survival techniques. (Course meets at sites other than main campus. Students make their own transportation arrangements.) *Hours of class per week:* 2.

PE 118 - Weight Training & Conditioning 1 s.h.

This course includes instruction in technique and safe use of a variety of strength training equipment. Individual programs will be designed to improve fitness levels. Emphasis will be placed on familiarizing students with various systems of training and the benefits of each. *Hours of class per week:* 2.

PE 123 Bowling 1 s.h.

Instruction in fundamental bowling skills, rules, etiquette and selection of equipment will be

stressed. (Course meets at sites other than main campus. Students make their own transportation arrangements and pay an addition fee at off-campus site.) *Hours of class per week: 2.*

PE 124 Golf 1 s.h.
Instruction in fundamental golf skills, rules, etiquette, and selection and care of equipment will be stressed. (Students will make their own transportation arrangements and pay an additional fee at off-campus site.) *Hours of class per week: 2.*

PE 127 Cross-Country Skiing 1 s.h.
A beginning level course designed to instruct the individual in traditional techniques of cross-country skiing. Emphasis will be placed on selection of equipment, technique, safety and fundamentals of travel on a variety of terrain. Planning and safety on trips will be discussed and implemented on trails within the Adirondack Park. (Course meets at sites other than main campus. Students make their own transportation arrangements.) *Hours of class per week: 2.*

PE 128 Aerobic Dance 1 s.h.
This is a fitness course designed to improve cardiorespiratory function, muscle tone, strength and flexibility. Low-impact activities are emphasized. *Hours of class per week: 2.*

PE 130 Step Aerobics 1 s.h.
This is a high intensity activity course to promote cardio-respiratory fitness using low impact step techniques. *Hours of class per week: 2.*

PE 131 Volleyball 1 s.h.
This course is an introduction to the skills, rules and strategies involved in the game of volleyball. A progression begins with basic drills and continues through intermediate play. Special emphasis will be placed on volleyball as a recreational activity. *Hours of class per week: 2.*

PE 133 Soccer 1 s.h.
This course is an introduction to the skills, rules and strategies of soccer. A progression is followed beginning with basic drills and continuing through intermediate play. Play will include both full field as well as the indoor game. The course is designed for all levels of ability. *Hours of class per week: 2.*

PE 136 Basketball 1 s.h.
This course is an introduction to the skills, rules and strategies in the game of basketball. Both individual and team skills will be emphasized through a variety of drills and game situations. *Hours of class per week: 2.*

PE 141 Beginning Swimming 1 s.h.
Open to non-swimmers or those with marginal skills. The course will focus on buoyancy, breath control, the introduction of swimming strokes, water games and activities. *Hours of class per week: 2.*

PE 142 Intermediate Swimming S 1 s.h.
Open to all students who possess moderate swimming skills. The course will focus on stroke refinement, beginning diving, forms of rescue, water games and activities. *Hours of class per week: 2.*

PE 145 Aquatics 1 s.h.
This course is a broad introduction to water activities including, but not limited to: stroke refinement, rescue techniques, water aerobics, synchronized swimming, snorkeling, small craft use, water polo, and beginning diving. *Hours of class per week: 2.*

PE 146 Lifeguarding 1 s.h.
Open to all students with advanced swimming skills. The course will focus on the duties and responsibilities of a lifeguard, rescue techniques, emergency care and management skills. *Hours of class per week: 2.*

PE 151 Racquet Activities 1 s.h.
This course is an introduction to basic skills, rules and strategies in racquetball, tennis and badminton. This course emphasis is on improving skill level and progression to game play. *Hours of class per week: 2.*

PE 154 Intermediate Tennis 1 s.h.
This course is designed as a progression of PE 151 Racket Activities. It is designed to review basic skills, rules and introduce advanced game strategies in both singles and doubles play. *Prerequisite: Ability to demonstrate basic skills*
Hours of class per week: 2.

PE 157 Intermediate Racquetball 1 s.h.
This course is designed as a progression of PE 151 Racket Activities. It is designed to review basic

This course will show how consideration of philosophical problems relates to our everyday lives, and influences scientific investigation and social/ethical concerns. *Prerequisite: HU 250 or 266. Hours of class per week: 3.*

HU 271 Comparative Religions S 3 s.h.

A survey of world religions, major and minor, of the past and present. Religions of both Eastern and Western cultures investigated. Historical development of religion presented through mythology of Egypt, Greece, etc. as well as the historical progression of the semitic religions: Judaism — Christianity — Islam. Emphasis placed on determining similarities and differences among the various religions, but course also deals with the influence of religion on science, art, politics, etc., and their influence on religion. *Hours of class per week: 3.*

Photography

Courses may meet at sites other than the main campus. Students make their own transportation arrangements.

ER 101 Principles of Photography F 3 s.h.

The study of the history of photography, balance of color, lighting and composition in the photograph, basics of taking pictures (camera operation, exposure, films, filters, flash, lenses, composition). *Hours of class per week: 2. Hours of lab per week: 3. Students are required to provide their own film and supplies. Student owned cameras are helpful but not required.*

ER 102 Advanced Photography S 3 s.h.

Advanced photo techniques with emphasis on posing, lighting and composition; darkroom techniques, negative retouching, print enhancement and mounting. Studio and field shooting sessions with related darkroom work. *Prerequisite: ER 101. Hours of class per week: 3. Hours of lab per week: 3. Students are required to provide their own film and supplies. Student owned cameras are helpful but not required.*

Physical Education

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Students are required to participate satisfactorily in supervised sport activities to complete course requirements. The schedule of activities is available from the Physical Education faculty.

This course may not be used to satisfy Physical Education activity course requirements, but may be repeated for additional elective credit. *Hours of class per week: 1.*

PE 110 Introduction to Fitness 1 s.h.

This course is designed as a survey in physical fitness. It has both lecture and lab components. Laboratory sessions will present a variety of fitness activities. Course lectures will cover the physiological and emotional effects of exercise, dietary concerns and a variety of wellness issues. *Hours of class per week: 2.*

PE 111 Jogging 1 s.h.

A course designed to instruct individuals in developing (cardio-vascular) fitness through jogging. Emphasis will be placed on monitoring fitness indicators such as heart rates and active use of a variety of aerobic and anaerobic running activities. *Hours of class per week: 2.*

PE 113 Archery 1 s.h.

Students taking this course will be instructed in beginning level techniques of target archery. Emphasis will be placed on understanding selecting and use of equipment, scoring, safety on range and in the field, and archery as a sport. *Hours of class per week: 2.*

PE 114 Canoeing 1 s.h.

This course is designed to instruct beginning level techniques of canoeing. Students will be screened and must be able to demonstrate swimming proficiency. Emphasis will be placed on paddle strokes, selection and use of equipment, safety, and survival techniques. (Course meets at sites other than main campus. Students make their own transportation arrangements.) *Hours of class per week: 2.*

PE 118 - Weight Training & Conditioning 1 s.h.

This course includes instruction in technique and safe use of a variety of strength training equipment. Individual programs will be designed to improve fitness levels. Emphasis will be placed on familiarizing students with various systems of training and the benefits of each. *Hours of class per week: 2.*

PE 123 Bowling 1 s.h.

Instruction in fundamental bowling skills, rules, etiquette and selection of equipment will be

skills, and introduce advanced strategies in both the three and four-wall game. (Student will make own transportation arrangements and pay an additional fee for off campus site.) *Prerequisite: Ability to demonstrate basic skills* Hours of class per week: 2.

PE 171 Ice Fishing W 3 s.h.

Course takes advantage of College location near Adirondack lakes. Some time spent in classroom discussing development and theory of ice fishing and use of equipment. Talks by local conservation officials. Visit to local hatchery. Much time spent ice fishing on Sacandaga and other lakes of the region. Hours of class per week: 3. Course meets at sites other than main campus. Students make their own transportation arrangements.

PE 201 Introduction to Health, Physical Education & Recreation F 3 s.h.

Provides a historical background and understanding of health, physical education and recreation. Experiences in classroom observations, athletics, supervised teaching and administration are interspersed with lectures. Individual objectives and qualifications are reviewed, as are opportunities in the profession. Hours of class per week: 3. Course meets at sites other than main campus. Students make their own transportation arrangements.

PE 231 Camping S 3 s.h.

Selected, guided experiences in camping including nature and conservation, camp craft, nature craft, waterways, and conduct and management of resident and day camps. Hours of class per week: 3. Course meets at sites other than main campus. Students make their own transportation arrangements.

PE 235 Outdoor Education S 3 s.h.

This course is designed for students interested in management of wildlife and natural resources in New York State. Topics to be included are fisheries, wildlife management, and land control. Field trips will be coordinated with the New York State Department of Fish and Game and the Conservation Department. Special emphasis will be in Federal and State controls. Hours of class per week: 3. Course meets at sites other than main campus. Students make their own transportation arrangements.

PE 236 Introduction to Care & Prevention of Athletic Injuries S 3 s.h.

The scientific and clinical foundations of athletic training and sports medicine are emphasized. Athletic injury prevention, recognition and initial care will be focused on, along with laboratory time for practice of taping and wrapping techniques. Not credited toward physical education activity course requirement. *Prerequisite: HE 136.* Hours of class per week: 3.

PE 253 Lifetime Sports F 2 s.h.

Philosophy and instructional techniques for physical education majors in two of the lifetime sports. Activities include volleyball and archery. Hours of class per week: 2. Course meets at sites other than main campus. Students make their own transportation arrangements.

PE 255 Lifetime Sports S 2 s.h.

Philosophy and instructional techniques for Physical Education majors in two of the lifetime sports: Bowling and Golf. (Course meets at sites other than main campus. Students make their own transportation arrangements and pay additional fees at off-campus sites). Hours of class per week: 2.

PE 257 Lifetime Sports S 2 s.h.

Philosophy and instructional techniques for Physical Education majors in one of the lifetime sports areas: Racket Activities (Tennis & Racquetball). Hours of class per week: 2.

Physics

SC 131 Environmental Physics 3 s.h.

Course centered around the contemporary problems — energy, pollution, and depletion of natural resources — of our physical environment. Different forms of energy, energy conservation principle, our energy resources, methods of energy conversions and their by-products, first and second laws of thermodynamics, and efficiency of the present energy usage — thermal pollution, air pollution, solid waste, noise pollution, nuclear radiation pollution, and their effects on man and the environment — are analyzed. The potential for more efficient use of our natural resources is explored. Energy sources of the future — breeder reactor, fusion reactor, solar energy, geothermal energy, magnetohydrodynamics, fuel cells and energy from wastes are studied. Earthquake prediction, weather forecasting, and weather

and reaction are also covered. *Hours of class per week:* 2. *Hours of lab per week:* 2.

SC 151 Introduction to Physics I 4 s.h.
SC 152 Introduction to Physics II 4 s.h.

A two-semester course in physics intended for the science students and others in a science major. Physics uses theories supported by laboratory investigation to describe a broad range of physical phenomena. Topics covered include: kinematics, Newton's laws, momentum, energy, and wave phenomena. The course is designed to provide a solid foundation for further study in physics and related fields. *Prerequisites:* SC 151 and SC 152 are required for SC 153 and SC 154. *Hours of class per week:* 4. *Hours of lab per week:* 2.

SC 153 Introduction to Physics III 4 s.h.
SC 154 Introduction to Physics IV 4 s.h.

A two-semester course in physics intended for the science students and others in a science major. Physics uses theories supported by laboratory investigation to describe a broad range of physical phenomena. Topics covered include: kinematics, Newton's laws, momentum, energy, and wave phenomena. The course is designed to provide a solid foundation for further study in physics and related fields. *Prerequisites:* SC 151 and SC 152 are required for SC 153 and SC 154. *Hours of class per week:* 4. *Hours of lab per week:* 2.

PH 251 Physics III 4 s.h.

Course designed for engineering and physics majors. Topics covered include: Maxwell's equations and electromagnetic waves, quantum mechanics, and atomic structure. *Prerequisites:* SC 151 and SC 152 are required for PH 251. *Hours of class per week:* 4.

and reaction are also covered. *Hours of class per week:* 2. *Hours of lab per week:* 2.

Political Science

SS 151 International Relations 3 s.h.

The course will cover the relations among nations and states, as well as the role of international law and the United Nations. *Prerequisites:* SS 151 and SS 152 are required for SS 153 and SS 154. *Hours of class per week:* 3.

SS 152 The New Europe 3 s.h.

The course will cover the history and politics of the European Union and the role of the United States in the region. *Prerequisites:* SS 151 and SS 152 are required for SS 153 and SS 154. *Hours of class per week:* 3.

SS 251 Political Science 3 s.h.

The course will cover the history and politics of the United States and the role of the United States in the world. *Prerequisites:* SS 151 and SS 152 are required for SS 251. *Hours of class per week:* 3.

3) an examination of the policy making process; and, 4) a discussion of the existing and possible alternative policies designed to deal with the issues related to: crime, welfare, education, health, economic growth, and affirmative actions. *Hours of class per week: 3.*

SS 282 American Political System F 3 s.h.

This purpose of this study is to examine the various political and governmental structures which make up the American political system: political culture, constitutional arrangements, public opinion, pressure groups, political parties, elections, congress, president, courts, and bureaucracy. The major theme of this study is the understanding that since the American political system was intentionally designed to make it difficult for any one individual or group to govern effectively, public policies will usually be the results of compromises; hence, the final outcome will be less than any one wishes. The course will explore, then, how the "system" affects the relationship between the promises and the performances of elected officials hoping to make the student a realistic observer of the process.

Hours of class per week: 3.

Psychology

SS 291 General Psychology 3 s.h.

The basic orientation in the psychology of human behavior includes a wide range of topics within the following major areas of study: biological, psychodynamic, cognitive, behavioral, and humanistic. The major theories and concepts related to the four major areas of developmental, abnormal, personality and social psychology are investigated. *Hours of class per week: 3.*

SS 292 Abnormal Psychology 3 s.h.

A biological, psychosocial and sociocultural approach structured around the Diagnostic and Statistical Manual of Mental Disorders (Fourth Edition), (DSM-IV). The nature, causes, and treatment of these maladaptive behaviors are stressed. Historical information, clinical assessment, and biologically-based and psychologically-based therapies are investigated. *Prerequisite: SS 291. Hours of class per week: 3.*

SS 297 Developmental Psychology 3 s.h.

A systematic examination of the patterns of development and behavior changes which occur during each of the principal stages of life, i.e.,

childhood, adolescence, adulthood, and old age. Attention is given to cultural and social, as well as genetic forces affecting human development. *Prerequisite: SS 291 or permission of the instructor. Hours of class per week: 3.*

SS 298 Child Development S 3 s.h.

A study of the person from conception through adolescence, including cognitive, physical, emotional, moral, and social phases of development. *Prerequisite: SS 291 or permission of instructor. Hours of class per week: 3. Hours of class per week: 3.*

SS 384 Personality Theories S 3 s.h.

A study of personality as a theoretical construct which includes an organized system of structures and processes. Major models and how they are derived are used to pursue basic concepts of personality. *Prerequisites: SS 291 and 297 or permission of the instructor. Hours of class per week: 3.*

Sociology

SS 180 Contemporary Issues & Problems F 3 s.h.

This course will examine the major issues of concern to the American nation, and/or the world generally, at the time the course is offered. The issues and problems will include some that have troubled societies over a long period of time, such as poverty, mass education, racial tensions, power and privilege, family dislocation, as well as issues that may be just emerging. The course, in addition to offering a survey of the problems, will provide theoretical and/or conceptual frameworks to help the student understand the issues and problems at a greater depth. *Hours of class per week: 3.*

SS 264 Minority Groups in America S 3 s.h.

This course will examine the sociological concepts and principles that help determine the nature of intergroup relations, especially the outcomes of dominant-subordinate relationships. These concepts and principles will then be applied to the American experiences of ethnic, religious and racial minority groups. *Prerequisite: SS 281 desirable. Hours of class per week: 3.*

SS 281 Introduction to Sociology 3 s.h.

An introductory course designed to acquaint the student with the study of sociology as one of the sciences that deals with man in his relationships

with the members of his society and the world in which he lives. The methods and objectives of sociological research, the varying patterns of social organization, and the study of society in relation to individual and group behavior are major areas of study. *Hours of class per week: 3.*

SS 285 Gender & Society 3 s.h.

Gender and Society explores being feminine and/or masculine in a contemporary world. The focus will be on the social processes through which male and female biology is transformed and institutionalized into culture: i.e., gender, or sex roles. The course investigates how gender norms are constructed, maintained, and challenged in language, personal relationships, popular culture, the family, education, work arrangements, and other social institutions. Emphasis will be on a sociological analysis of gender issues, but we will also draw on anthropology, biology, history, and psychology to gain a broader perspective.

Prerequisite: SS 281 required, 291 desirable. Hours of class per week: 3.

SS 294 The Sociology of the Family F 3 s.h.

The course approaches the study of the family as the study of various systems that include courtship systems; marital systems; and family institution systems. The nature of systems is examined. Different systems that exist within our culture, and different systems that exist cross culturally are examined for commonalities and differences. Among other issues, the question of whether all family systems have common components is examined carefully in the light of both the sociological and the historical literature.

Prerequisite: SS 281 or permission of Instructor. Hours of class per week: 3.

SS 382 Political Sociology F 3 s.h.

This course will develop the application of sociological theory to the study of political systems, the process of adult and child political socialization, theories of assimilation and acculturation. Systems analysis as a method of explanation will be utilized. *Hours of class per week: 3.*

SS 386 Deviant Behavior S 3 s.h.

Course attempts to identify the conditions under which certain acts, characteristics, persons, situations or events are labeled as socially deviant. It is assumed that certain patterns of perceptions, definition, and minimal consensus have to occur in

a social group before deviance becomes a social reality. The intent, therefore, is to identify and define these patterns. It is the further intent of the course to illustrate that the production of deviance also reveals the nature of the social construction of reality. The course is offered generally from the theoretical perspective of social interactionism. *Prerequisite: SS 281 or permission of the instructor. Hours of class per week: 3.*

SS 387 Social Psychology S 3 s.h.

Human social behavior. A scientific attempt to understand and explain how the thought, feeling, and behavior of individuals are influenced by the actual, imagined, or implied presence of others. The study of people — loving, hating, working, helping, trusting, fighting, communicating. *Prerequisite: 3 credit hours of Sociology or Psychology. Hours of class per week: 3.*

Surveying

SU 101 Surveying I 3 s.h.

Surveying I is an elementary course in surveying. It includes fundamentals of plane surveying and emphasizes the use and care of leveling instruments. Linear measurements and theory and practice of leveling are studied in coordinated lecture and field work. *Prerequisite: MA 142 or permission of instructor. Hours of class per week: 2. Hours of lab per week 2. Course often meets at sites other than main campus. Students make transportation arrangements.*

Theater

TH 101 Theater History F 3 s.h.

The interaction of cultural, political, economic, and scientific forces upon dramatic art during the major epochs in Western civilization and their implications for the modern movements in dramatic theory and practice. Students will trace the development of the theater from its beginnings until the present. Major emphasis will be on Europe and America. Oriental theater will be treated only briefly and with an eye to its influence on recent trends in the West. *Hours of class per week: 3.*

TH 102 Stagecraft F 4 s.h.

Stagecraft will provide students with theory and practice of visual, aural, and construction facets of theater through study of scenery, sound, and

lighting equipment. Workshop is required. *Hours of class per week: 4.*

TH 105 Fundamentals of Acting S 3 s.h.
Studies in movement and speech as aspects of dramatic art; exercises to enrich and discipline the imagination and to develop and control the responses of the body and speech to the imagination. The course will also entail some preliminary application of the elements of acting to the study of scenes. This will include analysis of the script for structure, objectives, and style. *Hours of class per week: 3.*

TH 136 Introduction to Theater 3 s.h.
This course is intended as a survey to introduce the student to theater as a technique apart from, although closely related to, literature. The student will study acting techniques, stage devices, set design, costuming, make up. Significant drama will be read to identify application of drama as art, audience reactions and needs, methods of expression, and interpretation. Textbooks will be used and laboratory experience will be provided. *Hours of class per week: 3.*

TH 201 Introduction to Theater Production F 3 s.h.
This course includes the fundamentals of directing, principles of design and organization and management of theatrical production. *Prerequisite: TH 102 desirable; completion or concurrent registration of EN 126; or permission of instructor.* *Hours of class per week: 3.*

TH 202 Theater Seminar S 4 s.h.
Application of theater study to the challenges of theater practice. This course provides an intensive study of the components of theater in relation to actual productions; plays will be produced and directed by seminar students. *Prerequisite: TH 201 or permission of instructor.* *Hours of class per week: 3.*

Visual Communications (Graphic Arts)

GA 101 Introduction to Graphic Communications Technology F 3 s.h.
Introduction and orientation to the graphic communications industry to include the history of printing, publishing, advertising and allied industries. The course emphasis is directed toward the lithographic printing process with an overview

of screen printing, flexography and gravure reproduction. Production methods, substrates and product knowledge is emphasized. Students learn basic principles and applications of the offset printing process to include hands-on training in: copy preparation, typesetting and reproduction photography using a vertical camera. Other areas include film assembly opaquing, proofing, platemaking, binding and color proofing films. *Hours of class per week: 2. Hours of lab per week: 3.*

GA 103 Advanced Graphic Communications Technology S 3 s.h.
Advanced Graphic Communications builds on the principles and practices learned in GA 101. The course focuses on the areas of halftone reproduction using densitometry, manual and automated vertical cameras. Students learn various contacting and darkroom techniques to include posterization, duotones, film assembly and proofing. Offset press principles, imposition and finishing are reviewed. Students create various impositions for small duplicator production. Students also create images using Macintosh® computers and digital typesetting equipment. *Prerequisite: GA 101. Hours of class per week: 2. Hours of lab per week: 3.*

GA 104 Composition & Desktop Publishing Systems S 3 s.h.
An introduction to electronic publishing and digital typesetting. This course investigates the variety of graphic computers and photocomposition equipment available in the various segments of the printing and publishing industry. This course emphasizes the function of typefaces, type identification, point sizes, copyfitting, proofreading, computer graphic applications and editing skills. An overview of output devices is discussed. Students learn image generating techniques used in advertising, newspaper and the commercial printing sectors of the industry. Students gain practical skills in typesetting, Macintosh® computer use, and latest software programs. *Prerequisite: GA 101 or Enrollment in Word Processing Certificate program.* *Hours of class per week: 2. Hours of lab per week: 2.*

GA 105 Graphic Arts Layout & Design F 3 s.h.
This course approaches the planning and design aspects of creating quality paste-ups and mechanicals. Emphasis is directed toward

GA 10: Production Management **5.5%**
Production Management is a discipline that involves knowledge and skills in the areas of operations management, materials management, and inventory management. It encompasses all aspects of the production process, from the planning and control of resources to the delivery of finished goods to the customer. The discipline includes the following areas of focus:

- **Production Planning and Control:** This involves the development of production schedules, the allocation of resources, and the control of the production process to ensure that production is completed on time and within budget.
- **Inventory Management:** This involves the management of inventory levels to ensure that there is enough inventory to meet customer demand, while also minimizing the cost of holding inventory.
- **Quality Management:** This involves the implementation of quality control systems to ensure that the production process is consistent and that the finished goods meet the required quality standards.
- **Cost Management:** This involves the management of production costs to ensure that the production process is efficient and that the finished goods are produced at a competitive price.

The discipline of Production Management is essential for the success of any manufacturing or service organization. It is a dynamic and challenging field that requires a combination of technical skills, business acumen, and a commitment to continuous improvement.

GA 11: Project Management **5.5%**
Project Management is a discipline that involves the knowledge and skills to plan, execute, and close projects. It is a systematic approach to managing resources, time, and risk to achieve the goals of a project. The discipline includes the following areas of focus:

- **Project Planning:** This involves the development of a project plan that outlines the scope, objectives, and timeline of the project.
- **Project Execution:** This involves the implementation of the project plan, the allocation of resources, and the management of the project team.
- **Project Monitoring and Control:** This involves the tracking of project progress, the identification of risks, and the implementation of corrective actions to ensure that the project is completed on time and within budget.
- **Project Closure:** This involves the final review of the project, the evaluation of the project's success, and the documentation of the project's lessons learned.

The discipline of Project Management is essential for the success of any organization that undertakes projects. It is a dynamic and challenging field that requires a combination of technical skills, business acumen, and a commitment to continuous improvement.

GA 12: Business Law **5.5%**
Business Law is a discipline that involves the knowledge and skills to understand and apply the legal principles that govern business transactions. It is a branch of law that deals with the legal rights and obligations of businesses and individuals in the commercial world. The discipline includes the following areas of focus:

- **Contract Law:** This involves the study of the legal principles that govern the formation, interpretation, and enforcement of contracts.
- **Tort Law:** This involves the study of the legal principles that govern the liability of individuals and businesses for civil wrongs.
- **Property Law:** This involves the study of the legal principles that govern the ownership, use, and transfer of property.
- **Bankruptcy Law:** This involves the study of the legal principles that govern the reorganization or liquidation of a bankrupt business.

The discipline of Business Law is essential for the success of any business. It is a dynamic and challenging field that requires a combination of technical skills, business acumen, and a commitment to continuous improvement.

GA 13: Business Ethics **5.5%**
Business Ethics is a discipline that involves the study of the moral principles that govern business behavior. It is a branch of ethics that deals with the ethical implications of business decisions and actions. The discipline includes the following areas of focus:

- **Business Ethics Theory:** This involves the study of the philosophical foundations of business ethics, including the concepts of justice, fairness, and the good.
- **Business Ethics Application:** This involves the application of business ethics theory to specific business situations, such as the treatment of employees, the handling of customer complaints, and the management of financial resources.
- **Business Ethics Education:** This involves the development of programs and courses to educate business students and professionals about the importance of business ethics.

The discipline of Business Ethics is essential for the success of any business. It is a dynamic and challenging field that requires a combination of technical skills, business acumen, and a commitment to continuous improvement.

GA 14: Business Communication **5.5%**
Business Communication is a discipline that involves the knowledge and skills to effectively communicate in the business world. It is a branch of communication that deals with the communication needs of businesses and individuals in the commercial world. The discipline includes the following areas of focus:

- **Business Writing:** This involves the development of written communication skills, such as the ability to write clear, concise, and professional business letters, reports, and proposals.
- **Business Speaking:** This involves the development of oral communication skills, such as the ability to deliver effective presentations, participate in meetings, and negotiate deals.
- **Business Listening:** This involves the development of active listening skills, such as the ability to understand the needs and concerns of others and to respond appropriately.

The discipline of Business Communication is essential for the success of any business. It is a dynamic and challenging field that requires a combination of technical skills, business acumen, and a commitment to continuous improvement.

GA 15: Business Statistics **5.5%**
Business Statistics is a discipline that involves the knowledge and skills to collect, analyze, and interpret data in the business world. It is a branch of statistics that deals with the application of statistical methods to business problems. The discipline includes the following areas of focus:

- **Business Data Collection:** This involves the development of skills in the collection of data, such as the use of surveys, interviews, and experiments.
- **Business Data Analysis:** This involves the development of skills in the analysis of data, such as the use of statistical software and the interpretation of statistical results.
- **Business Data Interpretation:** This involves the development of skills in the interpretation of data, such as the ability to identify trends, make predictions, and draw conclusions.

The discipline of Business Statistics is essential for the success of any business. It is a dynamic and challenging field that requires a combination of technical skills, business acumen, and a commitment to continuous improvement.

GA 16: Business Mathematics **5.5%**
Business Mathematics is a discipline that involves the knowledge and skills to apply mathematical concepts and techniques to business problems. It is a branch of mathematics that deals with the application of mathematical methods to business problems. The discipline includes the following areas of focus:

- **Business Algebra:** This involves the development of skills in the use of algebraic concepts and techniques, such as the ability to solve linear and quadratic equations.
- **Business Geometry:** This involves the development of skills in the use of geometric concepts and techniques, such as the ability to calculate the area and volume of shapes.
- **Business Calculus:** This involves the development of skills in the use of calculus concepts and techniques, such as the ability to calculate the derivative and the integral of a function.

The discipline of Business Mathematics is essential for the success of any business. It is a dynamic and challenging field that requires a combination of technical skills, business acumen, and a commitment to continuous improvement.

GA 17: Business English **5.5%**
Business English is a discipline that involves the knowledge and skills to use the English language effectively in the business world. It is a branch of English that deals with the application of English language skills to business problems. The discipline includes the following areas of focus:

- **Business Writing:** This involves the development of skills in the use of English language skills to write clear, concise, and professional business letters, reports, and proposals.
- **Business Speaking:** This involves the development of skills in the use of English language skills to deliver effective presentations, participate in meetings, and negotiate deals.
- **Business Listening:** This involves the development of skills in the use of English language skills to understand the needs and concerns of others and to respond appropriately.

The discipline of Business English is essential for the success of any business. It is a dynamic and challenging field that requires a combination of technical skills, business acumen, and a commitment to continuous improvement.

GA 18: Business History **5.5%**
Business History is a discipline that involves the study of the historical development of business and the impact of business on society. It is a branch of history that deals with the study of the evolution of business over time. The discipline includes the following areas of focus:

- **Business History Theory:** This involves the study of the theoretical foundations of business history, including the concepts of economic development, social change, and the role of business in society.
- **Business History Application:** This involves the application of business history theory to specific business situations, such as the study of the history of a particular industry or the impact of a particular business decision.
- **Business History Education:** This involves the development of programs and courses to educate business students and professionals about the importance of business history.

The discipline of Business History is essential for the success of any business. It is a dynamic and challenging field that requires a combination of technical skills, business acumen, and a commitment to continuous improvement.

GA 19: Business Law II **5.5%**
Business Law II is a discipline that involves the study of the legal principles that govern business transactions. It is a branch of law that deals with the legal rights and obligations of businesses and individuals in the commercial world. The discipline includes the following areas of focus:

- **Contract Law:** This involves the study of the legal principles that govern the formation, interpretation, and enforcement of contracts.
- **Tort Law:** This involves the study of the legal principles that govern the liability of individuals and businesses for civil wrongs.
- **Property Law:** This involves the study of the legal principles that govern the ownership, use, and transfer of property.
- **Bankruptcy Law:** This involves the study of the legal principles that govern the reorganization or liquidation of a bankrupt business.

The discipline of Business Law II is essential for the success of any business. It is a dynamic and challenging field that requires a combination of technical skills, business acumen, and a commitment to continuous improvement.

GA 20: Business Ethics II **5.5%**
Business Ethics II is a discipline that involves the study of the moral principles that govern business behavior. It is a branch of ethics that deals with the ethical implications of business decisions and actions. The discipline includes the following areas of focus:

- **Business Ethics Theory:** This involves the study of the philosophical foundations of business ethics, including the concepts of justice, fairness, and the good.
- **Business Ethics Application:** This involves the application of business ethics theory to specific business situations, such as the treatment of employees, the handling of customer complaints, and the management of financial resources.
- **Business Ethics Education:** This involves the development of programs and courses to educate business students and professionals about the importance of business ethics.

The discipline of Business Ethics II is essential for the success of any business. It is a dynamic and challenging field that requires a combination of technical skills, business acumen, and a commitment to continuous improvement.

GA 21: Business Communication II **5.5%**
Business Communication II is a discipline that involves the knowledge and skills to effectively communicate in the business world. It is a branch of communication that deals with the communication needs of businesses and individuals in the commercial world. The discipline includes the following areas of focus:

- **Business Writing:** This involves the development of skills in the use of English language skills to write clear, concise, and professional business letters, reports, and proposals.
- **Business Speaking:** This involves the development of skills in the use of English language skills to deliver effective presentations, participate in meetings, and negotiate deals.
- **Business Listening:** This involves the development of skills in the use of English language skills to understand the needs and concerns of others and to respond appropriately.

The discipline of Business Communication II is essential for the success of any business. It is a dynamic and challenging field that requires a combination of technical skills, business acumen, and a commitment to continuous improvement.

GA 22: Business Statistics II **5.5%**
Business Statistics II is a discipline that involves the knowledge and skills to collect, analyze, and interpret data in the business world. It is a branch of statistics that deals with the application of statistical methods to business problems. The discipline includes the following areas of focus:

- **Business Data Collection:** This involves the development of skills in the collection of data, such as the use of surveys, interviews, and experiments.
- **Business Data Analysis:** This involves the development of skills in the analysis of data, such as the use of statistical software and the interpretation of statistical results.
- **Business Data Interpretation:** This involves the development of skills in the interpretation of data, such as the ability to identify trends, make predictions, and draw conclusions.

The discipline of Business Statistics II is essential for the success of any business. It is a dynamic and challenging field that requires a combination of technical skills, business acumen, and a commitment to continuous improvement.

GA 23: Business Mathematics II **5.5%**
Business Mathematics II is a discipline that involves the knowledge and skills to apply mathematical concepts and techniques to business problems. It is a branch of mathematics that deals with the application of mathematical methods to business problems. The discipline includes the following areas of focus:

- **Business Algebra:** This involves the development of skills in the use of algebraic concepts and techniques, such as the ability to solve linear and quadratic equations.
- **Business Geometry:** This involves the development of skills in the use of geometric concepts and techniques, such as the ability to calculate the area and volume of shapes.
- **Business Calculus:** This involves the development of skills in the use of calculus concepts and techniques, such as the ability to calculate the derivative and the integral of a function.

The discipline of Business Mathematics II is essential for the success of any business. It is a dynamic and challenging field that requires a combination of technical skills, business acumen, and a commitment to continuous improvement.

GA 24: Business English II **5.5%**
Business English II is a discipline that involves the knowledge and skills to use the English language effectively in the business world. It is a branch of English that deals with the application of English language skills to business problems. The discipline includes the following areas of focus:

- **Business Writing:** This involves the development of skills in the use of English language skills to write clear, concise, and professional business letters, reports, and proposals.
- **Business Speaking:** This involves the development of skills in the use of English language skills to deliver effective presentations, participate in meetings, and negotiate deals.
- **Business Listening:** This involves the development of skills in the use of English language skills to understand the needs and concerns of others and to respond appropriately.

The discipline of Business English II is essential for the success of any business. It is a dynamic and challenging field that requires a combination of technical skills, business acumen, and a commitment to continuous improvement.

GA 25: Business History II **5.5%**
Business History II is a discipline that involves the study of the historical development of business and the impact of business on society. It is a branch of history that deals with the study of the evolution of business over time. The discipline includes the following areas of focus:

- **Business History Theory:** This involves the study of the theoretical foundations of business history, including the concepts of economic development, social change, and the role of business in society.
- **Business History Application:</**

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BOARD OF TRUSTEES

	TERM EXPIRES
<i>Edward Jutras</i> , Chair, (1994-1995), Stoner Lake, NY	1999
<i>William Towne</i> , Vice Chair, (1994-1995), Gloversville, NY	2001
<i>Carol Burkhart</i> , St. Johnsville, NY	1996
<i>Holly Chamberlin</i> , Johnstown, NY	2002
<i>Sandra Fonda</i> , Gloversville, NY	1994
<i>Karl Gustafson</i> , Gloversville, NY	1998
<i>Thomas Myles</i> , Tribes Hill, NY	1997
<i>Linda Petrosino</i> , Amsterdam, NY	2000
<i>Michael Raphael</i> , Amsterdam, NY	1995

FACULTY AND PROFESSIONAL STAFF

****Date in parenthesis indicates year of initial appointment to the College.****

PRISCILLA J. BELL, *President*

B.A., Texas Tech University; M.S., California State University; Ph.D., University of Texas (1995)

RICHARD R. TEAFF, *Vice President and Dean of the College*

B.A., Capital University; M.A., Ph.D., The Ohio State University (1984)

JUDY A. ALLEN, *Technician III, Coordinator of Financial Aid*

A.A.S., Fulton-Montgomery Community College (1966)

DAN ANDREWS, *Computer Programmer*

A.A., A.A.S., Fulton-Montgomery Community College, Johnstown; B.A., State University College, Buffalo; (1987)

C. CAMPBELL BAKER, *Director of Admissions*

B.A., State University College, Oswego; Chancellor's Award for Excellence in Professional Service 1992-93 (1985)

GEORGE S. BAKER, *Assistant Superintendent of Buildings and Grounds*

Air Force Community College; Asuza Pacific College (1993)

JEFFREY BAKER, *Supervisee of Buildings and Grounds*
(1992)

MARK C. BATTY, *Technician III, Health, Physical Education, and Recreation*
B.S., State University College, Cortland; M.S., State University of New York, Albany (1987)

TERESA C. BECKER, *Professor, Director of Nursing*
B.S., Hartwick College; M.S., Russell Sage College (1982)

PETER C. BETZ, *Associate Professor, Assistant Librarian & Audio-Visual Librarian*
B.A., University of Vermont; M.L.S., State University of New York, Albany (1988)

WILLIAM D. BONNER, *Technician III, Science, Computing*
A.A.S., Suffolk County Community College (1990)

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B.S., State University College, Binghamton; M.Ed., State University College, Binghamton (1988)

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B.A., State University College, Cortland (1988)

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ROBERT C. COLE, *Associate Professor, Mathematics*
A.B., Holy Cross; M.S., State University College, Cortland; M.Div., Lutheran Theological Seminary, Gettysburg (1977)

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ANDREW J. DINITTO, *Professor, Social Sciences*
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SANDRA DOLLINGER, *Instructor, English*
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JACKSON DOUGLASS, *Associate Professor, Director, Non-Credit Programs*
A.A.S., College of Technology, Morrisville; B.S., State University College, Plattsburgh (1965)

ARLENE ECKERSON, *Director International Student & ESL Programs*
B.A., M.S., State University of New York, Albany (1989)

DONALD S. EMMELUTH, *Professor, Science*
B.S., Wagner College; M.S., State University College, Plattsburgh; Ed.S., Ed.D., Florida Atlantic University; Chancellor's Award for Excellence in Teaching 1975-1976 (1968)

DEBORA FITZDAM-SECOR, *Instructor, Health, Physical Education and Recreation*
B.S., State University of College, Cortland; M.Ed. University of Virginia (1993)

JACK M. FREDERICK, *Professor, Social Sciences*
B.A., St. Lawrence University; M.A., Columbia University (1964)

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A.A.S., Fulton-Montgomery Community College, Johnstown (1993)

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A.B., Brandeis University; M.A., Ph.D., University of Pennsylvania (1986)

MARLENE W. GUIFFRE, *Technician II, Academic Support Counselor*
B.S., M.S., State University of New York, Albany; CRC (1991)

JAMES GYLDEVAND, *Instructor, Social Science*
B.A., Moorhead State University; M.A., University of Washington (1992)

PATRICIA O'M. HAIGHT, *Professor, English*
B.A., Marymount College; M.A., College of St. Rose, Albany (1981)

ANITA N. HANABURGH, *Associate Professor, Food Service*
B.A., State University College, Oneonta; M.A., State University of New York, Albany (1981)

MARY HARTVIGAS, *Instructor, Associate Librarian*
B.A., State University College, Geneseo; M.S.L.S., University of North Carolina, Chapel Hill (1992)

- MARK HIGGINS, Assistant Dean For Administrative Services
A.A.S., Fulton-Montgomery Community College, Johnson City; B.B.A., Santa College (1967)
- SUSAN HOUSE, Technician I, Humanities, Basic Skills
A.A., Hudson Valley Community College, Troy; B.A., M.A., College of St. Rose (1984)
- BELMONT C. HURLEY, Professor, Science
B.A., The College of Arts, University of Pittsburgh (1960)
- LAUREL LAGAN, Assistant Professor, Nursing
B.S., M.S., Russell Sage College (1982)
- MARIE B. IRVING, Instructor, Early Childhood Education
B.S., Marquette University; M.S., The Pennsylvania State University
- JOHN F. JABLONSKI, Associate Professor, Science
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- SALLY JAMES, Technician I, Assistant Director of Child Development Center, Learning
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NEW YORK STATE EDUCATION LAW

§ 74-2. Students on the absence or religiously-related ground exempt on certain days.

1. No person shall be expelled from or be refused admission as a student in an institution of higher education for the reason that he or she is absent from school because he or she has not attended classes or has participated in any examination, study or work requirement on a particular day or days.

2. Any student in an institution of higher education who is absent from school because of the religiously-related classes on a particular day or days shall, because of such absence on the particular day or days, be exempt from any examination, study or work requirement.

3. It shall be the responsibility of the faculty and of the senior official in charge of each institution of higher education to make available to each student which is absent from school because of their religiously-related examination, study or work requirement, examination, study or work requirement, and they may, and in case of cause may be ordered to, on any particular day or days. No fees or any other charge shall be levied against a student for making available to the said student such examination, study or work requirement.

4. If classes, examinations, study or work requirements are held on a Friday after noon or on a post-noon or on Saturday, similar to make-up classes, examination, study or work requirements shall be made available on other days, where it is possible and practical to do so. No special fees shall be charged in the process for these classes, examinations, study or work requirements held on other days.

5. In effectuating the provisions of this section, no shall be any duty of any faculty and of the administrative officials of each institution of higher education, nor shall the faculty or administrative officials be held liable for any failure to comply with the provisions of this section if they act in good faith. No adverse or retaliatory effect shall be made against a student because of the availing himself of the provisions of this section.

6. Any student who is aggrieved by the alleged failure of any faculty or administrative officials to comply in good faith with the provisions of this section shall be liable.

maintain an action or proceeding in the supreme court of the county in which such institution of higher education is located for the enforcement of his rights under this section.

6a. A copy of this section shall be published by each institution of higher education in the catalog of such institution containing the listing of available courses.

7. As used in this section, the term "institution of higher education" shall mean schools under the control of the board of trustees of the State University of New York or of the board of higher education of the City of New York or any community college.

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Institute of Technology at Newburgh
Fashion Institute of Technology at New York
City, 10010

STATUTORY COLLEGES

College of Agriculture and Life Sciences at Cornell
University
College of Ceramics at Alfred University
College of Dental Hygiene at Cornell University

School of Industrial and Labor Relations at Cornell
University
College of Veterinary Medicine at Cornell University

COMMUNITY COLLEGES

Locally operated two-year colleges are the
beginning of the State University system.

Albany Community College at Albany
Brooklyn Community College at Bayside
Columbia Community College at Columbia
Columbia Community College at Manhattan
Columbia Community College at New York City
Columbia Community College at Yonkers
Columbia Community College at Westchester
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For more information fill out and return this card:

Name _____

Address _____

City _____ State _____ Zip _____

Telephone () _____

High School/College/GED Yr. _____

☐ Freshman Applicant

☐ Adult Returning Student

☐ Transfer Applicant

Please send the following information:

☐ Application ☐ Campus Visitation

☐ Financial Aid

☐ Other

☐ Current Schedule of Classes

☐ My area of interest is:

For more information fill out and return this card:

Name _____

Address _____

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Please send the following information:

☐ Application ☐ Campus Visitation

☐ Financial Aid

☐ Other

☐ Current Schedule of Classes

☐ My area of interest is:

Taking on the Challenge of Learning in the 90's

Learning is a life-long process. On the FMCC campus, that is certainly evident. With high school seniors who have taken advantage of the College's Early Admission program and adult learners who have decided to enrich their education, it is apparent that the FMCC experience is open to students of all ages. Academic support services are available to students with learning or physical disabilities and the Learning Center provides tutoring services for all FMCC students.

A Higher Level of Excellence: FMCC Honors Program

At FMCC, we recognize the importance of providing a challenge for all our students. In response to the needs of those students who are able to handle more than a normal course load, we offer the FMCC Honors Program and Honors Concentration Degree. Acceptance into this program is limited and highly competitive. Each application is reviewed carefully by the Honors Program Committee. For additional information and an application, contact the Admissions Office.

Fulton-Montgomery's Open-Admission Policy

At Fulton-Montgomery we believe in giving everyone the opportunity to gain a higher education. That is why we maintain an open-admission policy, where we admit anyone who has earned a high school diploma or a general education (equivalency) diploma. There are also certain circumstances in which students have been admitted without holding a high school or equivalency degree. In addition, FMCC does not require its applicants to take either the American College Test (ACT) or Scholastic Aptitude Test (SAT).

FMCC's Academic Programs

A.A. DEGREE PROGRAMS

- 0250 Liberal Arts & Sciences: General Studies
- 0201 Liberal Arts & Sciences: Humanities
- 0212 Liberal Arts & Sciences: Social Science
- 0664 Fine Arts

A.S. DEGREE PROGRAMS

- 0671 Business: Business Administration
- 0532 Computer Science
- 0530 Engineering Science
- 0221 Liberal Arts & Sciences: Mathematics
- 0645 Liberal Arts & Sciences: Math & Science
- 0220 Liberal Arts & Sciences: Science
- 1130 Health, Physical Education & Rec Studies

A.A.S. DEGREE PROGRAMS- TECHNOLOGIES

- 0525 Automotive Technology
- 0540 Construction Technology
- 0555 Electrical Technology
- 0617 Natural Resources Conservation
- 0677 Visual Communications Technology:
Graphic Arts Printing

A.A.S. DEGREE PROGRAMS - BUSINESS

- 0630 Business: Accounting
- 0632 Business: Business Administration
- 0581 Computer Information Systems
- 0625 Office Technology: Administrative
- 0694 Office Technology: Word/Info Processing

A.A.S. DEGREE PROGRAMS- PUBLIC AFFAIRS AND SERVICES

- 0417 Crafts Management
- 0640 Criminal Justice
- 0605 Early Childhood
- 0570 Food Service Administration
- 0604 Human Services
- 0622 Undergraduate Nursing

A.O.S. DEGREE PROGRAMS

- 0688 Individual Studies

1-YEAR, PLUS 1-YEAR PROGRAMS

FMCC+CANTON COLLEGE OF TECHNOLOGY

Degree awarded by Canton College of Technology

- 0583 Industrial Technology
- 0599 Mortuary Science
- 0584 Science Lab Technology: Biology
- 0584 Science Lab Technology: Chemistry
- 0584 Science Lab Tech: Milk & Food Quality

FMCC-COBLESKILL COLLEGE OF TECHNOLOGY

Degree awarded by Cobleskill College of Technology

- 0614 Biological Technology
- 0535 Chemical Technology
- 0643 Floriculture
- 0624 Public Health Tech: Environmental Health
- 0600 Science Laboratory Technology:
Histotechnology

FMCC+COLLEGE OF ENVIRONMENTAL SCIENCE & FORESTRY

*Degree awarded by College of Environmental
Science & Forestry*

- 0620 Forest Technology

CERTIFICATE PROGRAMS

- 0926 Auto Mechanics
- 0047 Criminal Justice
- 1094 Desktop Publishing: Digital Typesetting
- 0968 Early Childhood
- 0985 General Education
- 0949 Human Services
- 0987 Individual Studies
- 0045 Medical Information Processing
- 0935 Office Technology: Clerical
- 0044 Quantity Food Production
- 0927 Secretarial Studies
- 0996 Office Technology: Word/Info Processing

FMCC

Fulton-Montgomery Community College

For more info or to arrange a campus visit, call 518-762-4651 Ext. 201

Office of Admissions, Fulton-Montgomery Community College

2805 State Highway 67, Johnstown, New York 12095-3790